



Camperdown College

Visitors Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College Office on 55931617.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Camperdown College.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of [insert hours where children are likely to be present at your school, including before and after school e.g. 8:15 am to 4:15 pm, and when the office is staffed to monitor/receive visitors at reception], including parents, contractors, and any other visitors. Outside of these times, our front office is not staffed, and this policy does not apply.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

POLICY

Camperdown College strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Camperdown College is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy*, *Child Safety and Wellbeing Policy*, *Child Safe Code of Conduct* and *Volunteers Policy*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited

Typical visitors to schools may include, but are not limited to:

- Parents and family members
- Volunteers – *see our school's Volunteers Policy for more information*
- Prospective parents, students and employees
- Other Department of Education and Training staff, including visiting teachers
- Invited speakers, sessional instructors and others contributing to school programs
- NDIS therapists (with NDIS licensing agreement approved by School Council) or other allied health or health practitioners
- Persons conducting business e.g. booksellers, official school photographers, commercial salespeople
- Tradespeople and contractors
- Children's services agencies
- Department of Families, Fairness and Housing workers

- Victoria Police
- Persons authorised to enter school premises (e.g., WorkSafe inspectors, health officers, etc)
- Public officials (e.g. Members of Parliament, local councillors)
- VETis students from local schools and associated visitors.

1. Sign in procedure

All visitors to Camperdown College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the sign in book ~~or Compass Kiosk~~.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by the school's values and all relevant school and DET policies relating to appropriate conduct on school grounds, including the Camperdown College Child Safety Code of Conduct and Mutual Accountabilities statement. Including, Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy.
- Return to the office upon departure, and sign out
- Camperdown College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

2. Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in child-related work (see definition above) must have a valid WWC Clearance. Additional, suitability checks may also be required such as reference, proof of identity, qualifications and work history involving children checks.

In some circumstances, visitors to our school who are not engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances for their visit. For example, we will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours where children are present.
- Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be supervised and accompanied by a staff member at all times during their visit (e.g. a guest speaker, a prospective parent on a school tour, a Member of Parliament, a journalist) or who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

3. Invited speakers and presenters

On occasion, Camperdown College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Principal or Assistant Principal approval must be given for all visiting speakers and incursions. The level of disruption to the functioning of the school in relation to the potential benefits to students will be considered.

Consistent with Department of Education and Training requirements, Camperdown College will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech and association
 - the values of openness and tolerance
 - respect for the range of views held by students and their families.

4. Parent visitors

All parents or carers who visit Camperdown College during school hours, other than for the purposes of school pick-ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies, sports events), are required to sign in as a visitor at the school office. This is not required if just attending the office itself, e.g. to make a payment, drop off or collect items, make an inquiry.

Parents/guardians and visitors are required to present at the office before visiting the school's off-site facilities including the Camperdown College Sport Precinct during timetabled PE/Sport, and Junior Campus Arts Precinct, except on days of carnivals, interschool sport and major events.

Parents and carers are encouraged to assist as classroom helpers and with other aspects of school programming. Parent helpers' days and times will be pre-arranged with the relevant classroom teacher or staff member and parent helpers will sign in at the office upon arrival. Parents and carers will only work within classrooms.

We ask that parents avoid requesting to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

5. Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from school office upon request
- Discussed in staff meetings.

RELATED POLICIES AND RESOURCES

Camperdown College Statement of Values and School Philosophy
Camperdown College Statement of Commitment to Child Safety
Camperdown College Child Safety Code of Conduct
Camperdown College Volunteers Policy

DET policies and procedures:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Policy last reviewed	September 2025
Consultation	School Council Sept 2025
Approved by	School Council & Principal
Next scheduled review date	August 2027