

## HUME CENTRAL SECONDARY COLLEGE VISITORS POLICY

### POLICY PURPOSE

- To provide an open and friendly learning environment, which values and actively encourages visitors to the College. At the same time we recognise our duty of care to ensure a safe and secure environment for all our students and staff
- To ensure that the College has a record of all visitors in the event of a College emergency or any future investigation
- Ensure that the interactions between students and visitors is consistent with our College curriculum objectives and the values of public education
- To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of the College
- Ensure that Hume Central Secondary College complies with the guidelines set out by the Department of Education (DET)

### IMPLEMENTATION

1. Visitors are defined as all people other than staff members, student and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
2. Signing in and out  
All visitors (see definition above) who arrive at the College between 8.00am and 4.00pm must report directly to the Campus Reception to sign in via an interactive, integrated information terminal known as the **Compass Kiosk**. The Kiosk is a touch-screen unit that integrates seamlessly with the College's system, Compass, a portal for parents, staff and students.
  - Sign in following the prompts on the Kiosk screen, attach the 'Visitor Pass' to a lanyard (located at the Campus Reception) and wear this for the duration of your visit.
  - Upon leaving the College, return to the Kiosk, follow the prompts to 'sign out' (entering the number on your 'Visitor Pass') and return the lanyard to the Campus Reception.
  - Where it is impractical for visitors to sign in eg: school assemblies, music concerts, sports events, etc., it is expected that the Campus Principal or their nominee endorses their presence and the purpose of their visit.
3. As visiting speakers have the opportunity to directly influence students, HCSC will ensure that the content of presentations and addresses will contribute positively to the development of students' knowledge and understanding.
4. Regular visitors to the College will be made familiar with College routines including the emergency management plan.
5. The College Principal or delegate reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the College, and also has the authority to invite or exclude people from using or being within the College boundaries outside operating hours.
6. Visitors can include (but are not limited to) the following:
  - prospective parents and prospective employees
  - those who are addressing a learning or developmental need, such as:
    - parent and community volunteers
    - invited speakers eg. incursion presenters
    - sessional instructors
    - representatives of community, business and service groups
    - local members of parliament
  - those who are conducting business such as:
    - uniform suppliers
    - booksellers
    - official school photographers
    - commercial salespeople
  - trades people
  - children's services agents

Other visitors may include:

- Department of Health and Human Services Child Protection Workers
- Victoria Police
- Persons who are authorised to enter a school premises for a specific purpose (e.g. Worksafe or Environmental Health officers).



**DUTY OF CARE**

Principals and teachers have duty of care to their students. The duty requires Principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times.

Where necessary, the school will assess and verify the suitability of visitors who will work with children. The evidence required is generally a working with children check (WWC Check). However if a visitor’s occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to the school support their claim to an exemption.

**APPROVALS**

When deciding to approve a visitor, the Principal will consider the visitor’s suitability, purpose and the benefit provided to the students and staff from the visit, specifically:

- educational merit and potential benefits of the visit;
- level of disruption to the functioning of the school programs and routines in relation to the potential benefits to students;
- whether the proposed visit is consistent with the values of public education including the requirement that education in Victorian government schools is secular (apart from Special Religious Instruction, delivered in accordance with the *Education and Training Reform Act 2006* (Vic), Ministerial Direction 141 and policy);
- whether the proposed visitors will be delivering content that is appropriate having regard to school policies, Department policies and the principles and practice of Australian democracy including the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance;
- potential for the visitor to cause controversy within the school or broader community.

The Principal should consider the suitability of visitors to be in a location where children freely move about, learn and play and whether a Working With Children Check is required or exemptions apply.

The school’s emergency management procedures will ensure that visitors within the School at the time of any emergency or practice drill will be recognised and be appropriately catered for.

**1. EVALUATION**

This policy will be reviewed at least annually.

**2. RELATED SCHOOL BASED POLICIES**

- Emergency Management Policy
- Student Engagement and Inclusion Policy
- Working with Children Policy

**3. OTHER LINKS AND REFERENCES**

Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide	External Resource	Related Legislation
<ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">Special Religious Instruction</a></li> <li>• <a href="#">Visitors in schools</a></li> <li>• <a href="#">Volunteer Checks</a></li> <li>• <a href="#">Volunteer Workers</a></li> <li>• <a href="#">Creating Respectful and Safe School Communities</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Department of Justice and Regulation-Working with Children Check</a></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Working with Children Act 2005</i></li> <li>• <i>Education and Training Reform Act 2006</i></li> </ul>