

HUME CENTRAL SECONDARY COLLEGE VISITORS POLICY

Hume Central Secondary College is a positive creative learning community that prepares students for a successful life. We work in partnership with parents to develop young men and women who are globally aware, open to growth and committed to making a positive contribution to their local community. We strongly believe that the key to a happy and successful education is the quality of relationships that are formed between all members of the community. We aim to ensure that every student feels safe and connected at all times. Our commitment is drawn from our values that are clearly stated and lived: 'We achieve when we are respectful, responsible learners'.

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).

SCOPE

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) to the College must:
 - Report to Reception on arrival
 - Record their name, signature, date, time and purpose of visit in PASSTAB
 - Read and sign the College's Child Safe Conduct of Conduct
 - Provide proof of identification to office staff upon request
 - Produce their valid Working with Children Check
 - Collect a lanyard with a 'Visitor Pass' (located at the Reception) and wear this for the duration of visit
 - Return to PASSTAB upon departure of the College, follow the prompts to 'sign out' and return the lanyard to 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 can 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 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 (eg: Worksafe/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.

Hume Central Secondary College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

RELATED SCHOOL BASED POLICIES

HCSC Emergency Management Policy	HCSC Inclusion and diversity Policy
HCSC Student Engagement and Inclusion Policy	HCSC Working with Children Policy

OTHER LINKS AND REFERENCES - Department resources:

This policy should be read in conjunction with:

School Policy and Advisory Guide (DET)	External Resource	Related Legislation
<ul style="list-style-type: none"> ▪ Duty of Care ▪ Special Religious Instruction ▪ Visitors in schools ▪ Volunteer Checks ▪ Volunteer Workers ▪ Creating Respectful and Safe School Communities 	<ul style="list-style-type: none"> ▪ Department of Justice and Regulation- Working with Children Check https://www.workingwithchildren.vic.gov.au 	<ul style="list-style-type: none"> ▪ Working with Children Act 2005 ▪ Education and Training Reform Act 2006

REVIEW

This policy will be reviewed as required or due to changes in regulations or circumstances.

Date Reviewed	To Be Reviewed	Endorsed at College Council
May 2021	3-4 Years	To be in endorsed