

## VISITORS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Hume Central Secondary College on 9099 3600.

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Hume Central Secondary 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 8.30am and 5.00pm, including parents and carers, contractors, delivery persons, other school visitors, and generally any person entering each Campus. Outside of these times, our Reception 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

Hume Central Secondary 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.

Hume Central Secondary College Campuses are not public places. The College Principal/Campus 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 Policy, Child Safety Code of Conduct and Working With Children Check Policy.

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

- Parents/carers and family members
- Parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business, uniform suppliers, booksellers, official school photographs, commercial salespeople
- Tradespeople and contractors conducting services
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Law enforcement officers
- Persons authorised to enter school premises (eg WorkSafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- Health practitioners

### POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Consultation School Council approved	20th February 2025
Next scheduled review date	February 2026

## Sign in procedures

**All visitors to Hume Central Secondary College, Town Park Campus, Blair Street Campus (including the English Language Centre) and Dimboola Road Campus are required to report to the school reception on arrival.**

### Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in and/or who they are visiting in the technology assisted Visitor record, in the event that this system is down, a record must be made in a manual visitors register
- Wear a Visitor's lanyard pass at all times
- Follow instructions from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy, as well as Department policies such as Sexual Harassment Policy and Workplace Bullying Policy
- Return to Reception at the school office upon departure, sign out and return visitors lanyard

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.

### 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** must have a valid WWCC. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

Visitors to Hume Central Secondary College who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Hume Central Secondary College will require a valid WWCC or:

- **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 or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the Principal.

Visitors 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) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

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

### Invited speakers and presenters

On occasion, Hume Central Secondary College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Hume Central Secondary 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.

### **Parent Visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours. If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours. We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pickups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office. This includes parents who are attending information sessions or events such as award ceremonies if they occur on campus. These events may be organised as RSVP events with parents asking to register their attendance online. All parents or other visitors in attendance will also have to sign in upon arrival, as outlined above.

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, our school will communicate, in circumstances where there are prohibited people not allowed to enter the Campuses and provide appropriate support by Principal Class Staff to the Office Managers and Administration Staff of each Campus. A risk assessment will be done in a case by case situation and appropriate measures put in place.

### **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
- Included in induction processes for relevant staff
- Placed on Compass under school documents
- A hard copy from Reception at school office on each Campus upon request

## **RELATED POLICIES AND RESOURCES**

Hume Central Secondary College school policies:

<http://www.humecentralsc.vic.edu.au/vision-and-values/policies/>

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)