

# Mount Ridley P-12 College

## VISITORS POLICY



### Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

## PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Mount Ridley P-12 College.

## SCOPE

This policy outlines our College's arrangements for visitors who attend onsite between the hours of 8:15am to 4:00pm, during which time the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on College grounds are parents/carers or their delegates who are dropping off or picking up students from After School Care, College events such as parent teacher interviews, concerts, sport or other College activities, and community and other groups who have entered into contracts or agreements with the College to use College premises outside of College hours.

## DEFINITIONS

At Mount Ridley P-12 College, **visitors** are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the start or end of the College day. Visitors may include community groups, agencies, business and organisations who have a strong interest in improving student outcomes.

**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

Mount Ridley P-12 College strives to create an open and inclusive College 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, Colleges and other organisations.

Mount Ridley P-12 College is not a public place. The principal has the authority to permit or deny entry to College grounds, and encourages all visitors to familiarise themselves with our

College's Statement of Values and College Philosophy, Child Safety Policy, Child Safety Code of Conduct, Volunteers Policy.

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

- Parents
- Volunteers – see our College's Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official College photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing (DFFH) workers
- Victoria Police
- Persons authorised to enter College premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### **Sign in procedure**

All visitors are required to report to one of the following offices on arrival, the Main Administration Office, the Early Years Mini School Office, the Community Hub (located on the Early Years site) or the College Maintenance office.

Visitors must:

- Sign into the Compass Kiosks located at the Early Years and Main Administration Offices or the "Visitors" books located in the Community Hub and the Maintenance Office. Visitors are assigned a "Visitors" pass which they must wear at all times within the College;
- Provide proof of identification to office staff upon request;
- Produce their valid Working with Children Clearance (WWCC) where required by this policy. Follow instruction from College staff and abide by all relevant policies relating to appropriate conduct on College grounds including; Child Safe/Mandatory Reporting, Child Safety, Child Safe Code of Conduct/Duty of Care, Respectful Relationships Protocol, Statement of Values and College Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#); and
- Report to the Office where they initially signed in at the end of their visit to return their "Visitors" pass and be signed out.

Mount Ridley P-12 College will ensure that our College's Child Safety Code of Conduct is available and visible to visitors when they sign in.

As part of our commitment to supporting our College's visitors we will ensure that:

- Comfortable and non-intimidating waiting and interviewing spaces will be made available;

- Visitors will be made aware of any construction or other works that may impact upon their safety or comfort;
- Parents/Carers, where possible, will be notified in advance about visitors to the College; and
- Where initiatives involve the use of public speakers, presentations will be made in accordance with the College's educational programs and not from individuals/groups wishing to use the College as a forum to advance their cause.
- The College's emergency management procedures will ensure that visitors within the College at the time of any emergency or practice drill will be recognised and appropriately catered for.

### **Working with Children Clearance and other suitability checks**

For Working with Children (WWC) Clearance 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, qualification and work history involving children checks.

In some circumstances, visitors to Mount Ridley P-12 College who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Mount Ridley P-12 College 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 College during College 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 College 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 WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

### **Invited speakers and presenters**

On occasion, Mount Ridley P-12 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, Mount Ridley P-12 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 Colleges 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; and
- 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 College, during College hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the College day, we ask that parents or carers call the College office to make the request to speak to or see their child during College hours.

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

All parents or carers who visit our College during College hours, other than for the purposes of College pickups and drop offs or for specific College events (eg parent teacher interviews, concerts, assemblies etc) are required to sign in as a visitor at the College office.

Parents or carers who are prohibited from entering the College under a court order or direction of the College Principal are not permitted to visit the College. Staff at Mount Ridley P-12 College access and maintain a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

## **Other visitors**

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

## **COMMUNICATION**

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

- Available publicly on our College's website;
- Included in induction processes for relevant staff;
- Included in our staff handbook/manual/USB; and
- Made available from College administration upon request.

## **RELATED POLICIES AND RESOURCES**

Mount Ridley P-12 College policies:

- Statement of Values and College Philosophy;
- Volunteers Policy;
- Child Safety Policy; and
- Child Safety Code of Conduct.

Department policies:

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

## POLICY REVIEW AND APPROVAL

<b>Created date</b>	<b>May – June 2022</b>
<b>Consultation</b>	Various staff groups College Council
<b>Updated</b>	2024
<b>Endorsed by</b>	Principal – Carmelo Pagano
<b>Next review date</b>	June 2026 (every two years)