

# Visitors



## Policy

### Rationale:

GWSC seeks to provide an open and friendly learning environment which values and actively encourages visitors to GWSC. At the same time, we recognise our duty of care to ensure a safe environment for students and staff of GWSC, and we recognize our responsibility to protect and preserve our resources against theft, vandalism and misuse. Ministerial Order 870 underpins the expectations of all people undertaking child related work or interacting with students at the college; this extends to visitors. This policy must be read in conjunction with the College's Child Safe Code of Conduct.

### Aims:

- To provide a safe and secure environment for students, staff and resources of GWSC.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of GWSC.

### Implementation:

- Whilst we actively encourage an inviting and open school, the safety of the students, staff and resources of GWSC remain our highest priorities. This takes into account that-
  - Schools are not public places
  - Potential risks posed by visitors
  - The requirements for paid or volunteer workers to have a Working with Children Check.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign in and will be issued with a pass which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" .
- The above-mentioned process for managing and monitoring visitors will appear at all school entrance.
- Visitors will require 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 support their claim to an exemption.
- The College will ensure that any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- Visitors within the school who have failed to follow College and legislative requirements will be reminded to do so and / or requested to leave the College premises.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

- 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.

The following areas will be taken into consideration, specific to specialized speakers-

### **Visiting speakers**

Schools should:

- ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
- extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
- brief presenters about the nature of the school and its community
- ensure that visitors do not present information or programs that may conflict with the *Education and Training Reform Act 2006*, policies of the Department and the school
- respect the range of views held by students and their families.

### **Curriculum presenters**

The College will ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

### **Child Safety Standards**

To meet the Child Safety Standards- Code of Conduct, GWSC requires all visitors, contractors, volunteers or any other person who is involved in child-connected work to undertake the following-

- All CRTs listed for employment at the College to supply VIT registration in advance of offer of work.
- All volunteers, contractors or those involved in child-connected work (other than teaching staff) to provide a Working with Children's Card, for photocopying and placement on school files.
- Require evidence of identity (e.g. driver's licence / passport).
- Applicant provide a true copy of their qualifications (CRTs / Contractors)
- Any CRTs, volunteers and / or contractors to be provided with a College 'Child Safe- Code of Conduct' document, affirming our commit to the safety and wellbeing of all children and young people at our College. The document will outlay the parameters of our commitment to child safety and list appropriate and inappropriate behaviours within this context. All CRTs, volunteers and / or contractors will need to sign a register annually, acknowledging their reading and understanding of requirements prior to commencing their child-connected work within GWSC.

### **Related legislation:**

- *Education and Training Reform Act (Vic) 2006*
- *Ministerial Order 141*
- *Working with Children Act 2005*

### **References**

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified in March 2018

This policy will be reviewed in March 2021