

# Visitors Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

## Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Avenues Education.

## Scope

Avenues Education is an outreach school across multiple sites. We are collocated with Child and Youth Mental Health (CYMHS) on health sites. This policy outlines arrangements for visitors specifically to our school when the school is open between the hours of 8:30am to 4:00pm. Outside of these times, this policy does not apply. Visitors to Alfred or Eastern Health Child and Youth Mental Health Services are managed by the respective health authority. All sites feature CYMHS reception areas where CYMHS Administration Staff monitor/receive visitors to health and our school. Visitors to our school include parents, contractors, and DET Staff.

## 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

Avenues Education 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.

Avenues Education is not a public place. The Principal has the authority to permit or deny entry to school sites, and encourages all visitors to familiarise themselves with our school's Statement of Values and School Philosophy, Child Safety Policy and Child Safety Code of Conduct.

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

- Parents
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing Workers
- Victoria Police
- Persons authorised to enter school 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 to Avenues Education are required to report to CYMHS Reception areas on arrival. Visitors must:

- Record their name, date and time of visit in the CYMHS Visitors Book.
- Return to the office upon departure, sign out and return visitor's name tag (if required)

On arrival, CYMHS staff will notify Avenues Education staff who will / may request:

- Proof of identification upon request
- Evidence of the visitor's valid Working with Children Clearance where required by this policy (see below)
- The visitor wears a health visitor's name tag
- The visitor is accompanied by Avenues Staff whilst moving around the site
- The visitor follows instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including eg: Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)

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

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 Avenues Education 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, Avenues Education School 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 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 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, Avenues Education may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students or staff. Consistent with Department of Education and Training requirements, Avenues Education 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.

### Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the CYMHS 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
- Referenced in our staff handbook/manual

### Related policies and resources

- Statement of Values and School Philosophy
- Child Safety Policy
- Child Safety Code of Conduct

Department policies:

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

### Policy Review and approval

Policy last reviewed	March 2024
Consultation	School Council – 22 <sup>nd</sup> May 2024
Approved by	Principal
Next scheduled review date	Before March 2026