



VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

PURPOSE

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

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:00pm. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from extracurricular activities, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

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

Monterey 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.

Monterey Secondary College is not a public place. The 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe 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
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health Families, Fairness and Human Services Housing workers
- Victoria Police
- 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
- NDIS therapists or other allied health or health practitioners

SIGN IN PROCEDURE

All visitors to Monterey Secondary College are required to report to the school office on.

Visitors must :

- Sign in on the school passtabin the main administration area
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including [Child Safety Code of Conduct](#).

[Statement of Values and School Philosophy](#) as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)

- Return to the office upon departure, sign out and return the visitor's lanyard.
- Monterey Secondary College will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

WORKING WITH CHILDREN CLEARANCE

Schools have the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the *Worker Screening Act 2020* (Vic). . This Act legally requires all people engaged in 'child-related' work, to hold a WWCC.

The Department has a useful flowchart to assist schools in relation to making decisions about suitability checks:

<https://www.education.vic.gov.au/Documents/school/principals/spag/community/WWCCflowchart.pdf>.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance.

Working with Children and other Suitability Checks for School Volunteers and Visitors

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also involve undertakings such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Monterey Secondary College who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Monterey Secondary 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children. 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 WWC Check clearance, but may be asked to verify that they are sworn officers by providing proof of identification.

INVITED SPEAKERS AND PRESENTERS

On occasion, Monterey 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, Monterey 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 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 pick ups 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.

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 maintains and provides office staff with a list of restricted parents/carers who are tagged on COMPASS with a warning flag.

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 (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

Department policies:

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

RELATED POLICIES AND RESOURCES

- [Statement of Values](#)
- [Child Safety Policy](#)
- [Bullying Prevention Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Child Safety Code of Conduct](#)
- [Complaints Policy](#)
- [Digital Learning Policy](#)
- [Inclusion and Diversity Policy](#)
- [Student Engagement & Wellbeing Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	Principal and MSC School Council
Approved by	Peter Langham (Principal)
Next scheduled review date	December 2026