

 <b>BERWICK COLLEGE POLICY</b>	TITLE	<b>VISITORS</b>		
	VERSION/YEAR	5/2024		
	PUBLISHED LOCATIONS	COMPASS, WEBSITE, INDUCTION - ADMINISTRATION		
	ISSUE DATE	2024/ OCTOBER		
	REVIEW DATE	2026 / AUGUST		
	REVIEWED BY	ASSISTANT PRINCIPAL COLLEGE COUNCIL	APPROVED BY	PRINCIPAL
PURPOSE:	<ul style="list-style-type: none"> <li>• To ensure that Berwick College policies and procedures frame and accurately reflect the College operations, directions, educational philosophy and goals and meet all legislative, compliance and duty of care requirements.</li> <li>• To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Berwick College.</li> <li>• To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of the College.</li> </ul>			
BACKGROUND:	<ul style="list-style-type: none"> <li>• Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College's 'Mission Statement', 'Values' and 'Service Standards'.</li> </ul>			
RELATED DOCUMENTS:	<ul style="list-style-type: none"> <li>• Education and Training Reform Act (Vic) 2006</li> <li>• Worker Screening Act 2020</li> </ul> Department policies: <ul style="list-style-type: none"> <li>• <a href="#">Child Safe Standards</a></li> <li>• <a href="#">Visitors in Schools</a></li> <li>• <a href="#">Contractor OHS Management</a></li> </ul> Berwick College policies: <ul style="list-style-type: none"> <li>• Duty of Care, Child Safety &amp; Volunteers &amp; Trainees Policies</li> </ul>			

**SCOPE:**

This policy outlines our College's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:00am and 4:30pm including parents and contractors. Outside of these times, our front office 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.

**RATIONALE:**

Berwick College strives to create an open and inclusive school community, which values and actively encourages members of the community, 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, businesses and the wider community.

Berwick 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 College's Statement of Values, Vision and School Philosophy, Child Safety policy, Child Safety Code of Conduct and our Volunteers and Trainees policy.

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

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
  - parents and community volunteers
  - invited speakers
  - allied health professionals such as psychologists, physiotherapists, NDIS therapists
  - sessional instructors
  - representatives of community, business and service groups
  - local members of Parliament.
- those who are conducting business such as:

- holiday exam preparation sessions
- booksellers
- official College photographers
- commercial salespeople.
- trades people
- children's services agents
- talent scouts.

Other visitors may include:

- Department of Families, Fairness and Housing workers
- Pre-service teachers (and supervisors from their respective tertiary institution)
- Victoria Police
- Department of Education (the Department) representatives
- Worksafe Officers.

#### **DUTY OF CARE:**

Principals and teachers have a duty of care to their students. This requires principals and teachers to take all reasonable steps to reduce risk, including the provision of suitable and safe premises and the provision of an adequate system of supervision. The duty is *non-delegable*, meaning that it cannot be assigned to another party.

Visitors who are attending the College to deliver incursions, presentations, seminars or other activities and programs to students will be adequately supervised by College staff at all times. It is imperative that the status of a person's Working with Children (WWC) Clearance is checked at the time of booking by the organiser, prior to them coming to the College.

#### **SIGN IN PROCEDURE:**

- All visitors driving vehicles on College grounds are to observe road and parking signage at all times.
- All visitors will be required to report to the administration office prior to undertaking any activity in the College, where they will be required to sign in on the designated iPad to record their name, mobile number, signature, who they are visiting and the company they represent. If a delivery driver is identified as entering school grounds by a staff member, they will be instructed to make their way to Reception.
- Adults engaged in paid or unpaid work at the College will be asked to present their valid WWC clearance or VIT Card to Reception on arrival
- A copy of the card must be provided to the HR Manager together with the contact details of volunteers visiting the College
- A register of all visitors to the College is saved on the iPad daily in the event of a College emergency and will be available from the program provider Swiped On for any future investigation.
- Visitors will be asked to wait at Administration where they will be met by the relevant staff member for entry to classrooms and staff offices.
- Visitors to the College when emergency management procedures are enacted due to emergency or practice drills will be identified and appropriately catered for.

#### **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 Volunteer and Trainee 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.

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, but may be asked to verify that they are sworn officers by providing proof of identification.

#### **INVITED SPEAKERS AND PRESENTERS:**

On occasion, Berwick College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students.

Consistent with Department of Education requirements, Berwick 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.
- Programs or content delivered by visitors will be consistent with the College's Child Safety Code of Conduct policy, values and curriculum objectives. Berwick College will ensure that our College's Child Safety Code of Conduct is available and visible to visitors when they sign in.

### **ALUMNI**

Many past students will have fond memories of the College, particularly their teachers and will choose to visit to keep in touch with their mentors.

These visits are encouraged as a highly desirable aspect of growth to maturity and potential support of the College. Visits need to be arranged prior, to ensure they take place at a mutually suitable time. Visitors arriving without prior arrangement may not necessarily gain permission to visit at that time.

### **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.

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 (e.g. 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. In the event that teaching, or Administration staff identify a visitor who does not have access to a student, they will contact a member of the Principal Team to inform them of the situation.

### **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.

### **EVALUATION:**

- This policy will be reviewed every two years.