

# VISITOR POLICY

## PURPOSE

Hazel Glen College seeks to provide an open and friendly learning environment, which values and actively encourages visitors tour College. At the same time we recognise our duty of care to ensure a safe environment for our students, staff and visitors and we recognise our responsibility to protect and preserve our facilities against theft, vandalism and misuse.

Hazel Glen College aims to provide a safe and secure learning and teaching environment for students and staff and to maintain the quality of our facilities, by establishing protocols and procedures to monitor and manage visitors to Hazel Glen College whilst not compromising the open and inviting nature of our College.

## SCOPE

This policy applies to any visitors who may attend College grounds when the College is open for instruction between the hours of 8:00am and 4:00pm and when the administration office is staffed to monitor and receive visitors at reception. Outside of these times, our administration 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 Outside School Hours Care, approved school events such as parent teacher conferences, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the College to use College premises outside of school hours.

## DEFINITIONS

**Child-related work:** As defined by the [Working with Children Act 2005 \(Vic\)](#), 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 contact with children that is incidental to the work.

## POLICY

Hazel Glen 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, schools and other organisations.

Hazel Glen 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 school's [Statement of Values](#), [Child Safe Statement of Commitment](#) and [Code of Behaviour](#).

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 school's [Volunteer Policy](#) for more information

- 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
- Instructors providing Special Religious Instruction (SRI)
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services 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 Hazel Glen College are required to report to the College Administration Office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in Visitor Register
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Sign a Classroom Helper and Confidentiality Agreement (where appropriate)
- Wear College Visitor identification at all times
- Follow instruction from College staff and abide by all relevant policies relating to appropriate conduct on College grounds including but not limited to the [Child Safe Statement of Commitment](#), [Respect for School Staff](#), [Statement of Values](#) etc.
- Return to the College Administration Office upon departure, sign out and return their College Visitor identification.

Visitors not displaying College Visitor identification will be directed to the College Administration Office where the visitor and or induction process will be conducted. Staff will be vigilant in ensuring visitors have a valid reason for being on the premises and are wearing the appropriate College Visitor identification.

Hazel Glen College will ensure that our school's [Child Safe Statement of Commitment](#) are available and visible to visitors when they sign in.

### Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students, please see our [Volunteer Policy](#).

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

In some circumstances, visitors to Hazel Glen 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, Hazel Glen College will require a valid WWC Check 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 Check.

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.

### Other requirements

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check

### Invited speakers and presenters

On occasion, Hazel Glen 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, Hazel Glen 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 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 the 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 pick ups 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 Administration Office.

### **Other visitors**

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

### **RELATED POLICIES AND RESOURCES**

[Statement of Values](#)

[Child Safe Statement of Commitment](#)

[Code of Behaviour](#)

[Volunteer Policy](#)

### **REVIEW PERIOD**

This policy was last updated in May 2021 and shall be reviewed regularly.