

## INTRODUCTION

All staff members of Bairnsdale Secondary College are responsible for supporting the safety, participation, wellbeing and empowerment of children. Bairnsdale Secondary College embraces the entire school community and the following values of Respect, Responsibility and Resilience. Our College Values provide a strong foundation for this policy.

## AIM

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Bairnsdale 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 8:00am to 4:15pm and when the Administration Office is staffed to monitor/receive visitors.

Outside of these times, our reception desk is not staffed and this policy does not apply.

## 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

Bairnsdale 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.

Bairnsdale 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 and School Philosophy, Child Safety Policy* and *Child Safe Code of Conduct*.

## IMPLEMENTATION

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
- volunteers (see our BSC's *Volunteers Policy* for more information)
- invited speakers, sessional instructors and others addressing learning and development
- public officials (e.g. Members of Parliament, local councillors)
- persons conducting business (e.g. uniform suppliers, booksellers, official school photographers, salespeople)
- tradespeople and contractors
- children's services agencies
- talent scouts
- Department of Health and Human Services workers
- Victoria Police
- persons authorised to enter school premises (e.g. Worksafe inspectors, health officers)
- other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners.

Bairnsdale Secondary College Document Name: Visitors Policy Reviewer: Principal	Review Schedule: every 2 years Date of last review: 26-8-2022 Endorsed by School Council on: xx/xx/xxxx	Page 1 of 3
All College policies are available on Compass\Community\School Documentation\College Policies		Uncontrolled version when printed

### Sign in procedure – Main Campus

All visitors to Bairnsdale Secondary College McKean/Wallace St campuses are required to report to the Administration Office on arrival (see exceptions below in relation to parents/carers). **Visitors must:**

- Sign in on the Compass Kiosk recording name and who they are visiting. The kiosk will record date/time
- meet COVID-19 vaccination requirements (see below)
- provide proof of identification to office staff upon request
- produce their valid Working with Children Clearance where required by this policy (see below)
- wear a visitor's label at all times
- follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safety Code of Conduct*, *Child Safety Policy*, *DET Sexual Harassment Policy*, *DET Workplace Bullying Policy*, *Statement of Values and School Philosophy*
- return to the office upon departure, sign out and return visitor's label.

The exception to the above process is events outside of school hours and/or with a large audience (e.g. information nights, Year 7 Breakfast, Formal, Presentation Night).

### Visitors must:

- meet COVID-19 vaccination requirements (see below)
- provide proof of identification to staff upon request
- follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including *Child Safety Code of Conduct*, *Child Safety Policy*, *DET Sexual Harassment Policy*, *DET Workplace Bullying Policy*, *Statement of Values and School Philosophy*.

The College ensures our *Child Safety Code of Conduct* is available and visible to visitors when they sign in.

### Sign in procedure - Ngooloo Campus

All visitors to Bairnsdale Secondary College Ngooloo campus enter The Hub precinct through the main office, which is staffed from 8:30 am to 5:30pm each weekday. Visitors should:

- record their name, signature, date and time of visit and who they are visiting
- meet COVID-19 vaccination requirements (see below)
- provide proof of identification to office staff upon request
- produce their valid Working With Children Clearance where required by this policy (see below)
- follow instruction from school staff and The Hub staff and abide by all relevant policies relating to appropriate conduct on The Hub grounds including *Child Safety Code of Conduct*, *Child Safety Policy*, *DET Sexual Harassment Policy*, *DET Workplace Bullying Policy*, *Statement of Values and School Philosophy*.

### COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations. For further information, refer to [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#).

### 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 Bairnsdale Secondary College 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, Bairnsdale 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 unsupervised work at the school during school hours or any other time where children are present.

Bairnsdale Secondary College Document Name: Visitors Policy Reviewer: Principal	Review Schedule: every 2 years Date of last review: 26-8-2022 Endorsed by School Council on: xx/xx/xxxx	Page 2 of 3
All College policies are available on Compass\Community\School Documentation\College Policies		Uncontrolled version when printed

For Working with Children Clearance (WWC Clearance) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our [Volunteers Policy](#). 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 Administration Office with BSC 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 Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

### Invited speakers and presenters

On occasion, Bairnsdale 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, the 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 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 (e.g. parent meetings, concerts, assemblies), are required to sign in as a visitor at the school office.

### 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.

## RELATED DOCUMENTS / KEY REFERENCES

#### BSC documents:

- [Child Safe Code of Conduct](#)
- [Child Safety Policy](#)
- [Volunteers Policy](#)
- [Statement of Values and School Philosophy](#).

#### DET References:

- School Policy and Advisory Guide:
  - [Visitors in Schools](#)
  - [Suitability Checks for School Volunteers and Visitors](#)
  - [Volunteers in Schools](#)
  - [Contractor OHS Management](#)

Bairnsdale Secondary College Document Name: Visitors Policy Reviewer: Principal	Review Schedule: every 2 years Date of last review: 26-8-2022 Endorsed by School Council on: xx/xx/xxxx	Page 3 of 3
All College policies are available on Compass\Community\School Documentation\College Policies		Uncontrolled version when printed