

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Policy Leader on 9112 9500 or via email info@footscray.vic.edu.au

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Footscray High School. We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse. This policy establishes protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

We are a school community where every member shares responsibility to demonstrate the values of Footscray High School, in order to support an environment of high expectations, connection and safety.

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, and when the office is staffed to monitor/receive visitors at reception. 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 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 [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

Footscray High School 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.

Footscray High School 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 and Wellbeing Policy, Child Safety Code of Conduct, and Volunteer Policy.*



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

- parents, guardians and carers
- volunteers – see our school’s Volunteers Policy for more information
- prospective parents, students and employees
- 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, commercial salespeople
- tradespeople
- children’s services agencies
- talent scouts
- 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

Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Should a student of Footscray High School wish to have friend or relative who is not an enrolled member of the school attend for a period of time as a ‘student visitor’, the Principal must be notified at least 48 hours prior to the proposed date of visit, and as per previous statement, reserves the right to prohibit the potential visitor from entering the school.

The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

SIGN IN PROCEDURE

All visitors to Footscray High School are required to report to the relevant campus office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the ‘visitors book’ recorded on compass kiosk
- 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 visitor’s lanyard



Footscray High School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

REQUIREMENTS FOR VISITORS TO PRODUCE A VALID WORKING WITH CHILDRENS CHECK

For Working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in child-related work (see definition above) must have a valid WWC Clearance check. 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 Footscray High School who are not engaged in student-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, Footscray High School will require a valid WWCC 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
- **homestay providers**, further information is available from the International Student Coordinator

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

INVITED SPEAKERS AND PRESENTERS

On occasion, Footscray High School 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, Footscray High School 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.

PARENT, GUARDIAN AND CARER VISITS

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 pickups 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 offices.

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 and Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

RELATED SCHOOL POLICIES AND RESOURCES

- [Child Safe Risk Assessment](#)
- [Child Safety Code of Conduct](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety Reporting and Responding Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Statement of Values and School Philosophy](#)
- [Volunteers Policy](#)

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [Sexual Harassment Policy](#)
- [Workplace Bullying Policy](#)

REVIEW AND APPROVAL

Consultation	School Council - May 2023
Endorsed by	Executive Principal
Endorsed on	May 2023
Mandatory minimum review cycle	2 Years
Next review date	May 2025