

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre.

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Statewide Vision Resource Centre.

SCOPE

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

POLICY

Statewide Vision Resource Centre strives to create an open and inclusive 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.

Statewide Vision Resource Centre is not a public place. The Assistant Principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our centre's Statement of Values, Child Safe Policy, Child Safe Code of Conduct.

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

- Parents
- Volunteers – see our centre'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.: booksellers, and commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter centre's premises (e.g., Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Statewide Vision Resource Centre are required to report to the administration 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 record book.

- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's sticker at all times
- Follow instruction from Statewide Vision Resource Centre staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and remove visitor sticker.

Statewide Vision Resource Centre will ensure that our centre's Child Safety Code of Conduct is **available and visible to visitors when they sign in.**

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending Statewide Vision Resource Centre to work are required to be vaccinated or provide evidence that they are medically exempted. Our centre requires to collect, record, and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically exempted before entering Statewide Vision Resource Centre building and when attending outdoor gatherings and events.

For further information on this process, refer to Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

WORKING WITH CHILDREN CHECK

For Working with Children Check (WWC) 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.

In some circumstances, visitors to Statewide Vision Resource Centre 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, Statewide Vision Resource Centre 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 centre during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the Assistant Principal.

Visitors who will be working in areas away from students (e.g., a visiting auditor who will be located 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 centre 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, Statewide Vision Resource Centre may invite external speakers or providers to deliver incursions, presentations, workshops, and special programs for our students. Consistent with Department of Education requirements, Statewide Vision Resource Centre will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with Expanded Core 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 (apart from the provision of Special Religious Instruction) 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 our centre, 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 our 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 our centre wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our centre during school hours, other than for the purposes of school pick-ups and drop offs or for specific centre events (e.g., assisting in the classroom, concerts, assemblies etc), are required to sign in as a visitor at our office.

Parents or carers who are prohibited from entering our centre under a court order or direction of the Assistant Principal are not permitted to visit our centre.

OTHER VISITORS

All business operators, tradespeople and other visitors attending our centre to conduct work must report to our administration office upon arrival for instruction and follow the sign in procedure outlined above.

COMMUNICATION

This policy will be communicated to our community in the following ways:

- Available publicly on our website
- Made available in braille hard copy and etext format from our administration upon request

RELATED POLICIES AND RESOURCES

Department policies:

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

- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Consultation	Approved by	Next scheduled review date
November 2022	Principal	Principal	November 2024