UPPER YARRA
SECONDARY COLLEGE
www.uysc.vic.edu.au

Visitors

Help for non-English speakers
If you need help to understand the information in this policy please contact the School Office on 03 59-671877.

Promoting healthy, safe, and respectful school communities.

Purpose

The purpose of this policy is to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Upper Yarra Secondary College.

Scope

This policy outlines Upper Yarra Secondary College's arrangements for visitors who attend College grounds when the school is open for instruction between the hours of 8:00am to 4:00pm, including parents, contractors, invited speakers and sessional instructors and community visitors. Outside 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.

Implementation

Upper Yarra 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.

Upper Yarra secondary 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 Upper Yarra Secondary College's *Statement of Values*, *Child Safety and Wellbeing Policy,* and *Child Safety Code of Conduct* and *Volunteers Policy*.

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

- Parents
- Volunteers – see UYSC'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
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Work safe 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 Upper Yarra Secondary College are required to report to the College office upon arrival. Visitors must sign in through the UYSC PassTab device in the entrance of the College:

- Record their name, signature, date and time of visit and purpose of visit in PassTab.
- Provide proof of identification to office staff upon request.
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below).
- Always wear a visitor's name badge.
- Follow instructions from College staff and abide by all relevant College policies relating to appropriate conduct on school grounds including *Child Safety Code of Conduct, Statement of Values and School Philosophy, Visitors* and *Volunteers Policies*, as well as Department of Education policies such as the *Sexual Harassment Policy* and *Workplace Bullying Policy*
- Return to the UYSC office upon departure and sign out.

Upper Yarra Secondary College will ensure that our school's Child Safety Code of Conduct are available and visible to visitors when they sign in.

Working with Children Clearance and Other Suitability Checks

For Working With Children Check (WWC) and other suitability check requirements relating to parents, guardians, carers, and other volunteers working with students please see the College's *Volunteers Policy*.

All visitors 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 Upper Yarra Secondary College who are not engaged in child-related work will also be required to provide a valid WWC Clearance depending on the circumstances of their visit.

Upper Yarra secondary College will require a valid WWC Clearance for:

- Visitors 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), regularly performing unsupervised work at the College 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 principal.*

- Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the UYSC office with administration staff) or 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, Upper Yarra 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, Upper Yarra Secondary 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).

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 for a parent or carer to want to speak to, or see their child at school, during school hours.

If there is a pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the UYSC office to make the request to speak to or see their child during school hours.

We 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 UYSC office.

Parents or carers who are prohibited from entering the College under a court order or direction of the Principal are not permitted to visit the College. The College maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

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 the College website.
- Included in induction processes for relevant staff.
- Included in the College staff handbook/manual.
- Discussed in an annual staff briefing/meeting.
- Made available in hard copy from the College administration upon request.

Further information and resources

The Department of Education's Policies

Child Safe Standards Visitors in Schools

Contractor OHS Management

Links to other UYSC Policies

Bullying Prevention Policy

Child Safety Responding and Reporting Obligations Policy and Procedures

Child Safety Code of Conduct

Volunteers Policy

Complaints Policy

Review and approval

Policy last reviewed	November 2024
Consultation	School Council 28th November 2024
Approved by	Principal: Scott Tully School Council President: Lincoln Wilson
Next scheduled review date	Before November 2026