



<b>VISITOR POLICY</b>		
<b>Policy No: MGT4</b>	<b>Version No: 2</b>	
<b>Ratified: June 2020</b>	<b>Review Cycle: 2 year</b>	<b>Last Review: June 23</b>
<b>Policy Owner: Business Manager</b>		<b>Approver: Principal</b>

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Fairhills High School.

## **POLICY**

Fairhills 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. Fairhills High School does need to monitor, check and record those people entering the school grounds, car parks and any school buildings.

## **SCOPE**

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.20am to 4.30pm, and when the General Office is staffed to receive visitors at reception. Outside of these times, our General 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 the parent carpark.

On occasions school events such as parent teacher interviews, musicals, sport or other school activities will require visitors to be on the grounds outside regular school hours. A number of community organisations (such as Knox Basketball Association) and other groups have entered into contracts or agreements with the school to use school premises outside of normal school hours. Those visitors involved in such activities are permitted onto the grounds at these times but only in the buildings or areas designated for that activity and are not usually required to sign in at the General Office.

## **IMPLEMENTATION GUIDELINES**

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the Council policy and can be changed as circumstances or strategies change without further reference to Council.

## **GUIDELINES**

Fairhills High School is not a public place. The Principal has the authority to permit or deny entry to school grounds (and to instruct an Assistant Principal to issue Trespass Notices if required), and encourages all visitors to familiarise themselves with our school's Statement of Values and School Philosophy, Child Safe Policy and Child Safe Code of Conduct, as well as the Education Departments Trespass Policy and guidelines.

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

- Parents
- Ex-students (see below)
- 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 (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- 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 and Behaviour on the Property**

All visitors to Fairhills High School are required to report to the main school office in B Block on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, mobile phone number and who they are visiting in the Compass Kiosk at the front desk in the General Office
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check (WWC) where required by this policy (see below)
- Clearly wear a visitor's name tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safe Code of Conduct, Statement of Values and School Philosophy and the Departments Equal Opportunity and Anti-Discrimination Guidelines.

- Behave in appropriate manner whilst carrying out their business at the school. This includes not disrupting the operations of the school day with loud music and inappropriate language.
- Return to the office upon departure, sign out and return visitor's name tag.

Fairhills High School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available to visitors when they sign in.

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

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

**Definition - 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.

In some circumstances, visitors to Fairhills High School 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, Example School 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 police checks and 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.

### **Ex-students**

Ex-students are important members of our community and will have various acceptable reasons for returning to the school after they have completed their studies at Fairhills High School. Attending special events with many other ex-students (such as reunions) does not usually require the sign-in procedure to be completed but visits

for other purposes do. These purposes may include such activities as collecting school documentation, receiving further careers guidance or wellbeing support and seeking to speak to staff members.

Therefore, ex-students must report to the General Office, follow sign-in procedures and gain specific permission to be on school grounds. Returning to visit current students is not usually an accepted reason for being on the property.

### **Invited speakers and presenters**

On occasion, Fairhills 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, Fairhills 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 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 General 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 (eg parent teacher interviews, concerts, assemblies etc), 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. They will also be informed of the Child Safe Code of Conduct (and Policy) as part of their induction process when entering the site.

## RELATED POLICIES AND RESOURCES

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety Policy and Child Safety Code of Conduct

## REVIEW PERIOD

This policy was last updated on 11 June 2023 and is scheduled for review in June 2024.

## VERSION CONTROL TABLE

Version	Author	Date	Change Made
1.1	Toni Kirk	22 Feb 2023	updated title panel, added version and date to footer and added version control table
2	Toni Kirk	11 June 2023	Reviewed, dates changed. No other changes made.