



CRANBOURNE  
SECONDARY COLLEGE

## VISITORS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 5996 3544.

### Purpose:

#### Statement of Belief:

Schools are educational institutions, not public places, therefore restrictions on visitors are necessary. At all times, the safety and privacy of students and staff must be our first priority.

Interaction between schools and their communities inevitably leads to the presence of a range of visitors in schools. These may include parent and community volunteers; invited speakers; instructors; representative of community, business and service groups; prospective parents and employees; and members of governments. Others, including employees of relevant children's services agencies, trades people, uniform salespersons, school photographers and booksellers will be in the school at various times.

#### Guiding Principles:

- All visitors to the school must register their arrival and departure from the school in the Visitor's book at the General Office in accordance with the school procedures;
- Regular visitors need to be familiar with the school emergency plan;
- The College procedures identify those occasions when parents will be notified in advance of particular visitors to the school;
- All volunteers must have a current Working with Children Check within the requirements of the *Working with Children Act 2005* on file, sign a privacy statement and be approved by Council to work in the school;
- In considering the need for a guest speaker or visitor to attend the school, the school procedures will establish a clear set of criteria to be used.

### Visitors' Procedures

#### Procedures

It is essential that all visitors to the school register their arrival at, and departure from the school at the General office. They must:

- Print their name;
- Sign their name;
- Record date and time of arrival;
- State the purpose of their visit;
- Sign date and record their time of departure when leaving.

All visitors whose purpose requires them to leave the General Office foyer are required to wear a visitor's badge which is to be returned on departure.

All visitors are to receive a copy of the school's Emergency Evacuation Map on arrival.

#### Volunteers All volunteers must have

- a current Working with Children Check on file;
- sign a privacy statement;
- be approved by Council to work in the school.



**CRANBOURNE**  
SECONDARY COLLEGE

### **Tradespersons**

All contractors who arrive to conduct works are required to report to the General Office to sign in. First time contractors will be issued with a “Contractor Induction Manual” which will include the “College Roof Access System”.

A copy of the College Emergency Procedures will also be provided

Contractors who regularly work at the College are still required to sign in, but will only be given the above documents once.

### **Guest Speakers/Presenters**

When inviting speakers and presenters into the school the following must be considered:

- does their visit serve an educational purpose consistent with curriculum objectives;
- is the presentation appropriate for the age of the audience.

Parental permission may be necessary for some presentations that are:

- religious in nature;
- include explicit sexual content;
- potentially offensive to some cultures, religions or groups.

### **Other Visitors**

Advice must be sought from a member of the Principal Team prior to approval being given for any other visitor to be welcomed into the school.

### **Criteria for determining the need for a particular visitor or guest speaker to attend the College:**

- the visit serves an educational purpose and is consistent with curriculum objectives;
- is appropriate for children or young people in the relevant age group, and
- is consistent with the values of public education;
- the potential benefit to the school community of the visit;
- the potential for a visitor to cause controversy within the school or broader community;
- the level of disruption to the functioning of the school in relation to the potential benefits to students;
- the requirements of the *Working with Children Act 2005* in relation to paid or volunteer workers who need to have a Working with Children Check;
- the appropriate use of DEECD resources, including teachers’ time;
- the safety of students, staff and visitors in the event of an emergency situation at the school.

### **Policy Review and approval**

Policy last reviewed	10 12 2020
Approved by	Principal - David Caughey
Next scheduled review date	10 12 2023