



ELTHAM HIGH SCHOOL

Policy *Visitors to the school*

INTRODUCTION

This policy outlines requirements for visitors to the school.

PHILOSOPHY

Eltham 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.

This policy aims to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Eltham High School.

POLICY STATEMENT

Eltham 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.30 am – 4.30 pm. Our front office is staffed during these hours. Exceptions apply for students attending training for extra curricula activities before school commencing 7.00 am and after school until 5.30 pm.

Outside of these times, when our front office is not staffed, the only visitors who are permitted on school grounds are:

- parents/carers or their delegates who are dropping off or picking up students
- parents/carers or their delegates who are attending school events such as parent/teacher interviews, concerts, sport or other school activities, and
- community and other groups who have entered into contracts including the Eltham Wildcats or agreements with Eltham High School to use school premises outside of school hours.

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

- Parents
- 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: 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

GUIDELINES FOR IMPLEMENTING THE POLICY

Sign-In procedure

All visitors to Eltham High School are required to report to the school administration area on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, date and time of visit and purpose of visit in the Compass Kiosk.
- Provide proof of identification to office staff upon request.
- Produce their valid Working with Children Check where required by this policy (see reference below).
- Wear a visitor's lanyard/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 Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff and Statement of Values as defined on the Compass Kiosk.
- Return to the administration area upon departure, sign out at the Compass Kiosk and return visitor's lanyard/name tag.

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

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

For Working with Children Check (WWC Check) 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 below) must have a valid WWC Check.

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 Eltham 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, Eltham High 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 (eg: 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. This information is accessed through SAMS 4 Schools.

Further background checks, including references, may also be requested at the discretion of the principal in relation to any of these circumstances.

Visitors who will be working in areas away from students (eg: 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 (eg: a Member of Parliament, journalists, prospective parents 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.

Invited speakers and presenters

On occasion, Eltham 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, Eltham 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 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 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 in this policy document.

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School Principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

RELATED POLICIES

Statement of EHS Values

Volunteers Policy

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 20/05 / 20

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Anna Panas

Consultation has taken place with the relevant group(s) in the following list:

Group	Consultation ✓
School Operations Committee	
Staff	
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Other (where relevant please specify)	
Planning and Policy Review Team of Council (Mandatory)	✓

<p>School Council (Mandatory)</p>	
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PROCESS FOR POLICY DEVELOPMENT AND REVIEW

The Policy is developed or reviewed by the Policy Writer or Policy Writing Team using the agreed "Policy Template"

The policy is presented to the Planning and Policy Review Team

Relevant groups are consulted in relation to the policy by the Policy Writer / Policy Writing Team

Feedback is addresses by the Policy Writer /Policy Writing Team

The policy is re-presented to the Planning and Policy Review Team

Approved

The policy is presented to the School Council for endorsement

The policy is endorsed by the School Council

Further Clarification

Additional Feedback

Re-presented

