

## 1. Purpose & Rationale

Sandringham College seeks to provide an open, safe and friendly learning environment, which values and actively encourages visitors to our school since visitors can provide valuable links to the community for our school, staff and students. At the same time, Sandringham College recognises it has a duty of care to ensure a safe and secure environment for students and staff, along with a need to protect and preserve our resources against theft, vandalism and misuse.

## 2. Policy Goals

Sandringham College Visitor Policy aims to ensure that Sandringham College

- Maintains the College as an open and inviting part of the community
- Provides a safe and secure environment for our students, staff and resources
- Establishes protocols and procedures that effectively monitor and manage visitors

## 3. Implementation

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8.00am and 4.30pm. Outside of these times, our front 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.

Sandringham College 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 policies.

### 3.1. Visitors

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

- Parents, volunteers, prospective parents, students and employees, invited speakers, persons conducting business with the school, instructors, tradespeople, talent scouts, DHHS employees, Victoria Police, Worksafe inspectors, other DET staff and NDIS therapists or other allied health professionals.

### 3.2. Sign in Procedure

- All visitors are required to report to the Administration Office at either Campus prior to undertaking any activity within the school. They must be prepared to provide personal details including name and phone number and produce their valid Working with Children Check
- All visitors will be required to 'sign in' at the Compass Kiosks and will be assigned a 'Visitor' badge which they must wear at all times within the school. Similarly, visitors will be required to report to the Campus Administration Office at the end of their visit to return their badge and to 'sign out' at the Compass Kiosk;
- Where necessary, visitors will be accompanied by a member of staff for the duration of their visit; and must be prepared to follow all instructions from school staff

- Visitors will be provided with directions, made aware of safety procedures and made aware of any construction works etc., that may impact their safety or comfort;
- Sandringham College will advise members of the school community of the above mentioned process through the school newsletter and through the installation of signage at all school entrances;
- Visitors to the school who fail to follow this process will be reminded to do so;
- Under the Summary Offences Act 1966 and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours;
- Sandringham College Emergency Management Procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and appropriately catered for.

### 3.3. Volunteers

- Volunteers are defined as people other than staff members who assist Sandringham College in the delivery of programs within the school and may spend time working with students;
- All volunteers to the school will be required to follow the above mentioned procedure when visiting Sandringham College;
- All volunteers to the school will be required to have a valid Working With Children Card and to sign a confidential declaration acknowledging that they are familiar with Sandringham College Child Safety Policy.

### 3.4. COVID-19 Vaccination Information

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

For 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 Working on School Sites](#)

### 3.5. Working with Children Card Checks

For working with Children checks and other suitability check requirements relating to parents/carers and other volunteers please see our Volunteers Policy.

Sandringham College requires a WWCC for all visitors to the College if they will be regularly present at the school and/or children can reasonably be expected to be present.

Visitors who will be working in areas away from students eg. Visiting auditor or who will be supervised at all times by a staff member on their visit may 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.

### 3.6. Talent scouts, agencies and other external organisations

At times Sandringham does receive requests from talent scouts and agencies. In considering a request from a talent scout or agent, the College Principal or his/her delegate will consider whether:

- The activity is regarded by the broader community as suitable for young people, and specifically for the age group of the target group;
- Student involvement will lead to experiences that enrich learning and skills development and complement their school education;
- The individual or organisation has an appropriate record in terms of their 'duty of care' for young people.

The Principal and his/her delegate will also consider the most appropriate form of contact with students. Options could include:

- Visits by approved organisations at negotiated, convenient times during school hours
- Sessions approved by organisations for interested students accompanied by their parents, held on College facilities outside of school hours;
- Provision of information to the parents of students in the relevant year levels about opportunities so that, if desired, independent contact can be made

### 3.7. Visiting speakers and presenters

When inviting visiting speakers or presenters to address or work with students, the College Principal or delegated staff member will ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding

Where external presenters will be speaking on controversial matters, Sandringham College will inform parents and guardians of the time and nature of the activity and invite them to contact the College Principal if they have any questions. Presenters will also be briefed about the nature of the school and its community, and reminded to respect the range of views held by students and their families.

- Presenters will be reminded that education in Victorian Government schools is secular and is consistent with the values of public education, Department of Education 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.

### 3.8. 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 request 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.

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

### 3.9. Covid 19 Contact Tracing Requirements – QR code checkin

All visitors to our school are required to comply with the Victorian Government and Department of Education’s Covid 19 requirements and check in to the school using the QR codes. Visitors who refuse to comply with the current Health Directions may be refused entry to the school

## 4. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

## 5. Definitions

DET – Department of Education and Training

## 6. References

This policy should be read in conjunction with the following school policies:

Sandringham College Volunteers Policy

Sandringham College Child Safety Code Conduct

Sandringham College Child Safety Policy

Policy Number	SC-OP-34	Last Approval Date	November 2021
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal Team	Next Review Date	1 <sup>st</sup> May 2024
Review Frequency	Document Availability	Policy Delivery	



- 1 Year
- 2 Years
- 3 Years
- As Required
- n/a

- College Website
- Student Compass
- Parent Compass
- Staff Compass
- Staff Information Drive
- Enrolment Pack

- Annual Staff Meeting
- Annual Parent Meeting
- Annual Student Meeting
- Annual School Assembly
- Staff Handbook/Manual
- College Newsletter
- DL email