



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Year Level Leader who can arrange an interpreter. Information regarding Child Safe Standards in languages other than English can be found [The Child Safe Standards in your language](#)

1. Purpose & Rationale

Sandringham College seeks to provide an open, safe, secure and friendly learning environment, which values and actively encourages parents, carers and volunteers 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 and when the office is staffed to monitor/receive visitors at reception, including parent, contractors and volunteers. Outside of these times, our front office is not staffed and this policy does not apply. The only visitors who are permitted on school grounds outside of these hours are parents/carers or their delegates who are dropping off or picking up students.

Sandringham College is not a public place. The College or Campus 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, Department of Fairness, Families and Housing 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 must have (and provide evidence of) a WWCC if they are doing 'child-related work', even if supervised by a teacher.
- All visitors will be required to 'sign in' at the Compass Kiosks and record their name, phone number and purpose of visitor on the system. They 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. As part of the 'sign in' process visitors will be provided with the Child Safe Code of Conduct and asked to acknowledge that they will abide by these guidelines during their visit to the school
- 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;
- Sandringham College is not a public place. The College or Campus Principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school policies.
- 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. 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.

All visitors who are engaged in **child-related work** (see definitions section 5) 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.

Visitors who will be working in areas away from students e.g. Visiting auditor or visitors who will be supervised at all times by a staff member on their visit may not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance but may be asked to verify that they are sworn officers by providing proof of identification.

3.5. Talent scouts, agencies and other external organisations

At times Sandringham College does receive requests from talent scouts and agencies. In considering a request from a talent scout or agent, the College Principal or their 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 College Principal their 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/carers, held on College facilities outside of school hours
- Provision of information to the parents/carers of students in the relevant year levels about opportunities so that, if desired, independent contact can be made parents/carers.

3.6. 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 or Campus 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 for the range of views held by students and their families.

3.7. 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 (e.g. 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. Our school uses CASES and Compass systems for managing parents/carers restricted from attending the school which 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.

3.8. 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.

4. Monitoring & Review

This policy was last updated on September 2022. Please refer to the Sandringham Policy Schedule for the next review date.

5. Definitions

DET- Department of Education and Training

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.

6. References

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

Sandringham College Statement of Values and School Philosophy

Sandringham College Volunteers Policy

Sandringham College Child Safety Code Conduct

Sandringham College Child Safety and Wellbeing Policy

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

Policy Number	SC-OP-34	Last Approval Date	September 2022
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Principal Team	Next Review Date	September 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input checked="" type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> College Newsletter <input type="checkbox"/> DL email	