



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 Head of Year or Year Level Leader who can arrange an interpreter.

1. Purpose and Rationale

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

2. Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.00am and 4.30pm, including parents, 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.

3. Definitions

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.

4. Implementation

Sandringham College 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.

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's policies.

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 (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople

- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors

NDIS therapists or other allied health or health practitioners

4.1. Sign in procedure

All visitors to Sandringham College are required to report to the Administration Office at either Campus prior to undertaking any activity within the school. Visitors must:

- Record their name, phone number and purpose of visit via the 'sign in' at the Compass Kiosks. They must also provide their signature, and date and time of visit.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Always wear a visitor's badge
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including the Sandringham College Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to the office upon departure, sign out and return visitor's badge

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.

4.2. Working with Children Clearance and other suitability checks

For Working with Children (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) 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.

Further background checks, including 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 or visitors who will be supervised at all times by a staff member on their visit may not be required to have a WWWC Clearance.

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.

4.3. Invited speakers and presenters

On occasion, Sandringham College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Sandringham College 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 for the range of views held by students and their families.

4.4. 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.



4.5. 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.

5. Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff

6. Related Policies and Procedures

This policy should be read in conjunction with the following school policies which can be found on our College website: <https://sandringhamsc.vic.edu.au/publications-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](#)

7. Policy Review and Approval

Policy Number	SC-OP-34	Last Approval Date	December 2025
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal	Next Review Date	December 2027
Review Frequency	Document Availability	Policy Delivery	



<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a 	<ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Staff Induction Materials 	<ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> College Newsletter <input type="checkbox"/> Staff DL
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