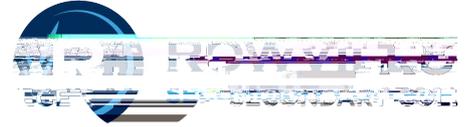


Visitors Policy

Summary

Table 1 - Document details

Publication date	February 2023
Review date	February 2025
Related legislation/applicable section of legislation	Ministerial Order 870: Child Safe Standards – Standard 4 Ministerial Order 1038: Clause 11.2.2(10) – principal as occupier of the school who can authorise a person to enter or remain on school premisesx



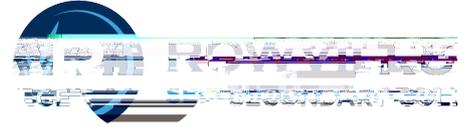


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1. Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Rowville Secondary 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 8:30am to 4:00pm including parents, carers, guardians, contractors and other visitors to our school. 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 from school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

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. Policy

Rowville Secondary 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

- 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
- Visitors to our Sports Stadium and Performing Arts Centre

Sign in procedure

Visitors to Rowville Secondary College are required to report to the school office or offices in the Sports Precinct on arrival (see exceptions below in relation to parents/carers). Visitors to the school office must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors book
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's badge 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 and the College Values
- Return to the office upon departure, sign out and return visitor's badge

Visitors to the Sports Precinct will have to visit the office to register their attendance for an appointment or class.

Rowville Secondary College will ensure that our school's Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to

- freedom of religion,