



Manor Lakes P-12
College

POLICY

Visitors

Ratified: 10th May 2023



Purpose

To provide a safe and secure learning and teaching environment for the students and staff by establishing processes to monitor and manage visitors to Manor Lakes P-12 College.

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 to 4:00pm, including parents, contractors and other community members. Outside of these times, our front office is not staffed and this policy does not apply.

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.

Policy

Manor Lakes P-12 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.

Manor Lakes P-12 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 [Statement of Values](#), [Child Safety Policy](#) and [Child Safety Code of Conduct](#).

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
- department of Families, Fairness and Housing workers
- police
- persons authorised to enter school premises (e.g. 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.

Sign in Procedure

All visitors to Manor Lakes P-12 College are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- record their name, date, time and purpose of their visit using Compass kiosk
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- provide proof of identification to office staff where requested
 - produce their valid Working with Children Check/Clearance where required by this policy (see below)
 - 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, Bullying Policy, Respect for School Staff, Statement of Values
 - return to the office upon departure and sign out

Manor Lakes P-12 College will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Working with Children's Check/Clearance and other suitability checks

For Working with Children Check/Clearance (WWC Check/Clearance) 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 above) must have a valid WWC Check or Victorian Institute of Teaching (VIT) registration and photo identification. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Manor Lakes P-12 College who are **not** engaged in child-related work will also be required to produce a valid WWC Check/Clearance depending on the particular circumstances of their visit. For example, Manor Lakes P-12 College will require a valid WWC Check/Clearance 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 (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present.

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 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 (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check/Clearance.

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

Invited speakers and presenters

On occasion, Manor Lakes P-12 College 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, Manor Lakes P-12 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.

NDIS Providers

Manor Lakes P-12 College recognises that NDIS providers are occasionally engaged by families to support the learning needs of students. The practice of working inclusively with external providers reflects the College's commitment to a strong multidisciplinary approach.

Families seeking NDIS providers to support students onsite during the school day (including in online environments) must complete the [Request to Provide Therapy on School Grounds and Parent Consent](#) form in conjunction with the requested provider. This form and associated documents must be submitted to the relevant Principal.

In determining whether to approve a request for NDIS funded therapy in schools the Principal will consider a variety of factors including:

- individual circumstances of the student
- student access to the curriculum and whether the proposed therapy supports the key priorities for the student's learning
- Child Safe Standards, supervision and duty of care
- practical and administrative capacity, including availability of space
- impacts of additional personnel in classroom spaces which may impact the learning of the whole class
- anti-discrimination obligations.

If the request is approved the NDIS provider must supply signed copies of the following prior to visiting onsite:

- [School Council NDIS Funded Therapy License Agreement](#)
- [Information Sharing Deed](#)
- [Child Safety Code of Conduct](#)

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 pickups 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 maintains and provides 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.

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.

Communication

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

- Available publicly on our school’s website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as required
- Made available in hard copy from school administration upon request

Related Policies and Resources

This policy should be read in conjunction with (but not limited to) the following college policies:

- [Statement of Values](#)
- [Volunteers Policy](#)
- [Child Safety Policy](#)
- [Child Safety Code of Conduct](#)

Review cycle and evaluation

Created date	1st August 2022
Consultation	<ul style="list-style-type: none"> - Emailed to all School Council members for feedback and review 5th May 2023. - Nil feedback given. Council ratified all policies 10th May 2023 - Compass post to all students, guardians and staff requesting feedback sent 26th of May 2023. Posts included PDFs of all policies. - All guardians with Compass App sent push notification of above post 26th of May 2023. - Newsletter notice to Primary families requesting feedback emailed 26th May 2023. - Newsletter notice to Secondary families requesting feedback emailed 26th May 2023. - Seesaw reminder post to Supported families requesting feedback sent 1st June 2023 - Community consultation ended 7th June 2023. - Feedback/submissions received - nil.



Endorsed by	Scott Dellar, Principal
Endorsed on	10th May 2023
Next review date	2 years