



VISITORS TO SCHOOL POLICY

Sunbury College recognises that high levels of parent and community involvement are vital to children's development and learning. Community groups and other agencies, businesses and philanthropic organisations also have a strong interest in improving outcomes for students. It is therefore important that the college makes the most of these partnerships. This inevitably leads to many visitors to the school.

Sunbury College recognises that there are risks in allowing visitors to the school and that these risks need to be managed in a manner that takes into account the size and nature of the school and the safety and privacy of all students and staff.

Sunbury College is an educational institution and not a public place. It is imperative therefore that the school has a policy which clearly outlines the categories of visitors that will be allowed in the school and on what conditions.

Rationale

To increase experience of the cultural and social features of the community, the Department encourages schools to ensure parents/guardians partner in their children's development. Furthermore, Sunbury College aims to create strong partnerships with community services, schools, businesses and the wider community.

Types of visitors

Visitors to schools may include, but are not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
- parent and community volunteers
- invited speakers
- sessional instructors
- representatives of community, business and service groups
- local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
- uniform suppliers
- booksellers
- official school photographers
- commercial salespeople
- trades people
- children's services agents
- talent scouts
- instructors providing Special Religious Instruction

Other visitors may include:

- Department of Health and Human Services Child Protection Workers, and Victoria Police
- persons who are authorised to enter on to the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers).
- Department staff including allied health practitioners (regional and central offices)
- Public officials (e.g. Ministers, Members of Parliament, Mayor)
- National Disability Insurance Scheme (NDIS) Therapists and other allied health or health practitioners that are not employees of the Department or school council.



Sunbury College

"A Rich Tradition"

Responsibility

The Principal has operational responsibility in relation to the visitors who are allowed into the school, for what purpose and on what conditions. The school will ensure that:

- under no circumstances are parents/guardians or other visitors to leave the general office area to visit a classroom, corridor or staff room/office unless invited by a staff member and their visit registered
- any programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction)
- policies and procedures are in place and available/visible to visitors including the requirement to abide by the school's child safety Code of Conduct
- emergency exits and emergency management plans and procedures are available/visible to visitors
- any programs delivered by visitors are 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, freedom of speech and association and the values of openness and tolerance.

Procedure for Visitors to the School

All visitors to the school during school hours, for any purpose MUST:

- Report immediately to the General Office to register their arrival and departure. This must be done through the Compass portal. This information ensures that the school has a record of all visitors in the case of an emergency or any future investigation.
- Wear an identifiable visitor's badge obtainable upon signing in and return it on departure.
- Agree to and observe *child safe* principles and expectations for appropriate behaviour towards, and in the company of children. This agreement appears on the Compass portal.

In addition, please refer to Child Safe policy for Visiting contactors and External services.

REVIEW CYCLE

This policy was last updated November 2018 and is scheduled for review in 2021.