

# VISITOR POLICY

## INTRODUCTION

Victory Christian College is committed to implementing and following practices that protect the safety and wellbeing of children, staff and visitors to the College. The engagement of visitors enhances the learning experience of students, assists staff to support student development and improves the College environment by maintaining facilities. At the same time, the safety of students and staff remains a top priority.

## SCOPE

This policy is applicable during normal school hours. It includes arrangements for parents, volunteers, contractors, guest speakers or incursion facilitators. It does not apply to individuals who engage with other services that operate on the Victory site, such as Victory Church, TheirCare Outside School Hours Care, community groups that lease the College gymnasium, or the Victory Auditorium.

It also excludes visitors and workers involved in major building projects on site. In such cases, the site supervisor is responsible for managing the building site.

## AIMS

- To establish processes to monitor and manage visitors to Victory Christian College.
- To provide a safe and secure learning and teaching environment for students and staff.

## DEFINITIONS

The following definitions are provided in *Ministerial Order 1359* and the *Worker Screening Act 2020*.

**Child-connected work:** work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**Child-related work:** As defined by the *Worker Screening Act 2020*, 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.

## IMPLEMENTATION

It is important to note that Victory Christian College is not a public place. Under the Summary Offences Act 1966, the Principal has the authority to permit or deny entry to College grounds.

On occasion, different members of the public may visit the College. Visitors may include, but are not limited to:

- Parents and other family members of students.
- 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, and commercial salespeople.
- Victory Church staff and visitors.
- Tradespeople.
- Children's services agencies.
- Visitors from other schools or educational organisations.
- Victoria Police.
- Persons authorised to enter school premises (e.g. Worksafe inspectors, public health officers etc.)
- NDIS therapists or other health practitioners.

## Sign in Procedure- All Visitors

All visitors, are required to report to the Reception on arrival. They must:

- Sign in by providing their details and a photo of themselves from that day. The photo is a vital step so we can easily locate individuals in an evacuation or emergency.
- Agree to the terms of visitation outlined on SwipedOn.
- Visitors will then be issued an identification (ID) label. This must be worn for the duration of the visit.
- Present a valid Working with Children Check (WWCC) card to reception staff (where required by this policy).
- When they leave, visitors must also sign out. This can be done by scanning their ID label on the Reception iPad. They should also dispose of their ID label.

For major events where many visitors are expected, the aforementioned process will not apply. Instead, these events will be ticketed where possible, and records of attendance will be managed accordingly. Such events include but are not limited to parent/teacher interviews, College Church Services and Award Ceremonies, sport days, Picnic on the Green etc. On each occasion, the Principal will ensure that ample staff supervision is arranged.

By signing in, visitors are agreeing to conduct themselves in a respectful manner and follow instructions from College staff. Guiding policies relating to appropriate conduct include:

- Bullying and Harassment Policy
- Camps and Excursions Policy
- Car Park Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Parent Code of Conduct. This can be found in the Enrolment Policy and Volunteer Policy.

VCC has ensured that these policies have been published on the College website for the public to view.

## Use of Amenities

When on-site, visitors should avoid using any of the student toilets. The amenity blocks in the Auditorium foyer and disabled toilets in the Administration Building are available for visitor use.

## Individual Student Contact

No visitor should be alone with a child or young person unnecessarily and for more than a very short time. Counselling or meeting individual students may only be conducted in visible locations with prior approval from a VCC staff member e.g. a classroom, an Interview Room, outside picnic table, a student study area.

If any other area is used for counselling, at least two approved adults must be present.

## Parent Visitors

All parents or carers who visit our College for more than five minutes during school hours are required to sign in as a visitor at Reception. Exceptions to this rule include designated school pick-up and drop-off times, and for specific out-of-hours College events (e.g. parent-teacher interviews, concerts etc.)

Outside of regular drop-off/pick-up times, families must present to Reception to sign a student in or out with Reception staff. Exceptions may apply where authorised by the Principal or their delegate. In these cases, if the parent/carer is not remaining at the College, they do not need to sign in themselves on Swiped On.

We understand that there may occasionally be a reason for a parent or carer to speak to or see their child at the College, 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 Reception to make a request.

We also ask that parents avoid arranging to visit their children at school wherever possible, to avoid unnecessary disruptions to the school day.

Similarly, if a parent or carer would like to arrange a meeting with a teacher during school hours, they should e-mail the teacher directly to organise a suitable time.

Parents or carers who are prohibited from entering the College under a court order or direction of the Principal are not permitted to visit VCC.

### Third Party Contractors

People completing trade work and repairs during school hours are considered contractors who are completing **child-connected work**. The College makes every effort to collect information for screening, especially where a contractor is at VCC on a return basis.

### Delivery Drivers

We acknowledge that some people visiting the College in a child-connected work capacity (e.g. delivery drivers) are often on-site infrequently and for short periods of time. In these cases, VCC staff must ensure adequate supervision is provided throughout the visit.

### Staff Responsibilities

To keep VCC students and staff safe at all times, any person on site during school hours should be questioned by staff regarding their presence if they:

- are not accompanied by a staff member or
- are not wearing an identification badge.

Staff do not assume that a person has permission to be at the College simply because they are there.

Visitors who fail to comply with the aforementioned procedures (i.e. are found on College grounds without the necessary ID sticker) will be redirected to Reception where staff will investigate and resolve the issue.

### Illness

In an effort to stop the spread of infection and illness, visitors are advised to only attend the College when they are feeling well. Visitors are also reminded to be aware of current Covid health and safety requirements relating to close contacts and symptoms.

### Working with Children Clearance and other suitability checks

To ensure that legal obligations under the Worker Screening Act 2020 and the Child Safe Standards are met, Victory Christian College is required to undertake suitability checks which, in many cases, will involve asking for:

- Evidence of a WWCC clearance
- Proof of identity

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 WWCC Clearance. In such cases, sufficient supervision must be arranged by College staff.

All information provided will be stored in accordance with VCC's Privacy Policy.

### Child Related Work

All people engaging in or intending to engage in child-related work are appropriately screened by VCC Staff. To determine whether a person is completing child-related or child-connected work, we refer to the ['Working With Children Suitability Check Flowchart for Schools'](#) document (WWC Flowchart)- see Appendix 1.

As noted in this flowchart document, VCC policy is that all people eligible for a WWCC should obtain one (i.e. all people old enough to have the check completed). Any exemptions from a WWCC requirement are noted in the WWC Flowchart.

For Working with Children Check and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

## RELEVANT RESOURCES

- Education and Training Reform Act 2006
- Ministerial Order 1359
- Summary Offences Act 1966
- Worker Screening Act 2020 (Vic)
- [Working With Children Suitability Check Flowchart for Schools](#)

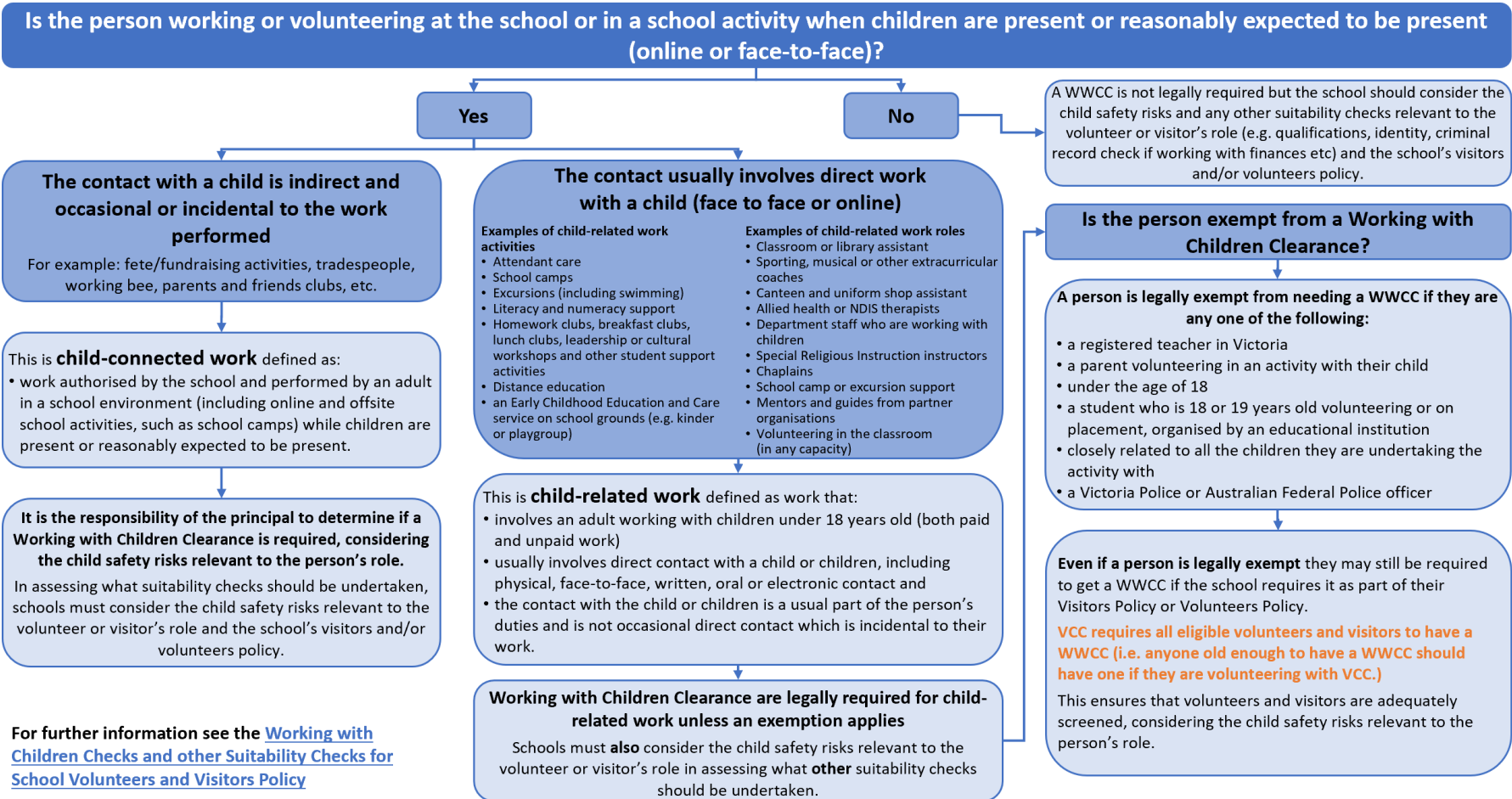
## RELATED POLICIES AND PROCEDURES

- Bullying and Harassment Policy
- Camps and Excursions Policy
- Car Park Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Parent Code of Conduct (Available in the Enrolment Policy and Volunteer Policy)
- Screening Checks Procedure for Working with Children
- Volunteer Policy

## APPENDICES

1. Working With Children Suitability Check Flowchart for Schools

## APPENDIX 1: WORKING WITH CHILDREN SUITABILITY CHECK FLOWCHART FOR SCHOOLS



Adapted from the [Department of Education and Training Suitability Checks Operation Guide](#)