

2017



Visitors Policy

Rationale:

Pakenham Secondary College seeks to provide a safe and secure environment which values and encourages visitors to the school. Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of State and Commonwealth Parliaments, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people, trades people and children's services agents.

This policy outlines the protocols and procedures used to effectively monitor and manage volunteers and visitors entering the College whilst creating strong partnerships with community services, schools, businesses and the wider community.

Implementation

- Visitors are required to report to the College Administration (General Office) prior to undertaking any activity within the school.
- Visitors are required to sign the 'Visitors' book and will be assigned a 'Visitors' badge which they must wear at all times within the College. Similarly, they are required to report to the College Administration (General Office) at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- Salespeople and those delivering goods will be directed, as required, by the College Administration staff.
- Visitors providing services to the College, such as tradespeople and consultants who may work independently of school personnel, will be asked to present their Working with Children Check (WWC) in accordance with the Working with Children Act 2005; observe the College 'Sign in' and 'Sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety procedures while on site. Any visitors providing services to the College who do not have their Working with Children Check will not be able to be on site until such time as a WWC card can be produced and a photocopy provided to the Business Manager. The exception being those occupations that exempt them from the requirement to have a WWC check (e.g. Police Officers, teachers).
- Visitors, such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through the School Newsletter and website, notices and written invitations.
- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the College and its community by the Principal, Assistant Principal or Teacher in Charge and should be prepared to respect the range of views held by our students and their families. The school will:
 - ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
 - extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes or beliefs, particularly if speaking on a controversial matter
 - brief presenters about the nature of the school and its community
 - ensure that visitors do not present information or programs that may conflict with the Education and Training Reform Act 2006, policies of the Department and the school

- The Principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. Rugby Training) during school hours.
- The College Administration Office (General Office) is the school's major public space and parents are welcome to visit this area at any time to:
 - Organise the collection of their child/children by filling in the 'Early Leavers Book.'
 - Make appointments to see staff
 - Make enquiries about school operations
 - Pay accounts or complete other tasks that require the support of our administration staff or members of the Leadership Team.

If the visitor to the school is a Member of Parliament then the College Principal will notify the Regional Director as early as possible of the details of any proposed party political activity and whether any media are likely to be present, and ensure that if media are in attendance for such activity, the usual consent requirements associated with photographing, videotaping and quoting students apply.

If school visitors are engaged in party political activity then the school must ensure that:

- regular school activity is not interrupted,
- students are not involved, or seen to be involved, in promoting party policies or candidates, and
- party political material is not distributed or promoted through school outlets such as school newsletters, or promoted or displayed on school property or at school events.

Risk Management

- Visitors and volunteers entering the school will be provided with directions and made aware of any construction works which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the Teacher in Charge of organising a visit will provide this advice.
- The school's emergency management procedures will ensure that visitors, within the school at the time of emergency or practice drill, will be identified and directed appropriately.

Unauthorised visitors:

- Visitors who are not listed on school records and who wish to see or collect a student will not be allowed to do so without parental/guardian permission. If this permission is not given either Administration staff, Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds.
- Under the *Summary Offence Act 1966*, the Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school and also has the authority to invite or exclude people from using or being within the school's boundaries outside school operating hours.

NB:

For the purpose of this policy, visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start of or end of the school day.

This policy works in conjunction with the Pakenham Secondary College's Child Safe Policy.

Ratified by College Council	September 2017
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