

VISITORS POLICY

1. Purpose

At ELTHAM College, we endeavour to provide an open and friendly learning environment for every student, which values and actively encourages visitors to our school. At the same time it is recognised we have a responsibility to ensure we have a safe and secure environment for our students, staff and resources. This policy aims to outline the protocols and procedures in place to effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the College.

2. Scope

This policy applies to all* visitors to the school. Visitors 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 and sessional instructors
- Those who are conducting business such as uniform suppliers, booksellers, official school photographers, commercial salespeople and service contractors
- Tradespeople
- Children's service agents.

*Exclusions: The sign in procedure for events involving more than twenty visitors are the responsibility of the event organiser.

3. Policy Statement

ELTHAM College aims to ensure visitors to the school are effectively managed and that the College:

- Is responsible for visitors to the College
- Ensures relevant visitors have the appropriate approvals to work with children; this is called the Working with Children Check
- Ensures that any programs or content delivered by visitors is suitable
- Ensures all records of visitors are retained for future reference if required.

The Principal or delegate reserves the right, and has the authority to invite or prohibit anyone from entering or remaining within the College at any time as stipulated within the Summary of Offences Act 1966.

4. Visitor Checks

Working with Children Check Card WwCC

This card is required for most types of visitors; the check ensures a person has no criminal history, which would affect their ability to work with children. Please refer to [EC029-POL Working with Children Check Policy](#) for more information.

Code of Conduct Policy

Visitors as required sign the Code of Conduct. Please refer to [EC002-POL ELTHAM College Child Safety Code of Conduct](#).

5. Visitor Passes

- **Green – Fully Compliant** – This pass is allocated to visitors who have:
 - Provided a current WwCC card
 - Provided photo ID such as a current driving licence or passport
 - Signed the Code of Conduct Policy
- **Orange – Non-Compliant** – This pass is allocated to visitors who do not require the WwCC or ID check.

6. Sign in Procedure for Visitors

All visitors are required to sign in at the main College Reception prior to undertaking any activity within the College, where they will be required to sign the 'Visitors' book. They will then be allocated a Visitors pass which they must wear at all times within the College. Similarly, visitors will be required to report to the main Reception at the end of their visit to return the pass and sign out.

Note: It is not acceptable for visitors to sign in at the Junior and Senior School Receptions and walk through the school; they must park at the front of the school and sign in at the main Reception at all times.

Unsupervised Visitors

Are required to:

- Produce a current WwCC card
- Provide photo ID such as a current driving licence or passport
- Read and sign the Code of Conduct Policy (this is scanned and recorded in Synergetic)
- **Green** Pass allocated.

If the visitor has attended the College before, they can proceed to their destination unsupervised.

Examples:

- Regular Contractors
- Parent Volunteers
- Agency Casual Relief Teachers.

Supervised Visitors

These visitors are to be accompanied to their destination by a staff member at all times and must not be left alone with students at any time.

Examples:

- Occasional Contractors
- Teachers' visitors (parents visiting a teacher).

Orange Pass allocated.

Casual Relief Teachers

Casual Relief Teachers fall into two categories:

- Direct employment at the College – these teachers have their own red staff pass
- Employed through an agency – these teachers will be issued with a green pass.

7. Definitions

Occasional Contractors – Contractors who visit the College on occasion such as guest speakers, service contractors to test equipment.

Regular Contractors – Contractors who visit the College on a regular basis and hold keys as required.

WwCC – Working with Children Check

8. References

Internal References:

- [EC029-POL Working with Children Check Policy](#)
- [EC002-POL ELTHAM College Child Safety Code of Conduct](#)

External References:

- [Department of Education and Training Victoria](#)

9. Appendices

None

10. Document Version Control and Amendments

Version	Date	Amendment	Author
1	24/05/2018	First Version	M Brennin