



Williamstown High School

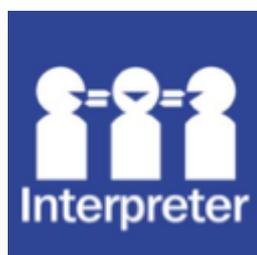
Visitors Policy

Visitors Policy

Review cycle	Biennial
Department of Education and Training DET requirement for local policy	Mandatory
Source of requirement	Minimum standards and Child Safe Standards
Consultation requirement	School Council Principal
Approval requirements	Principal
Developed/Approved	20/03/2025
Due for review	20/03/20247

Contents

1. Rationale	Page 3
2. Purpose	Page 3
3. Implementation	Page 3
4. Specific procedures	Pages 4 - 5
5. Evaluation and Review	Page 5
6. Definitions and References	Pages 5 - 6
7. Consultative process	Page 6



Help for non-English speakers

If you need help to understand the information in this policy please contact 9397 1899.

1. Rationale

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 4:30pm, and when Reception is staffed to monitor/receive visitors, including parents/carers and contractors. Outside of these times, Reception is not staffed and this policy does not apply.

2. Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Williamstown High School.

3. Implementation

Williamstown High School 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.

Williamstown High School 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 and School Philosophy, Child Safety and Wellbeing Policy and Child Safety Code of Conduct and Volunteers Policy.

From time to time, different members of the public may visit the school. Visitors may include, but are not limited to:

- Parents/carers
- 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
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

4. Specific procedures

Sign in procedure

All visitors to Williamstown High School are required to report to Reception on arrival (see exceptions below in relation to parents/carers). Visitors must :

- Record their name, date and time of visit and purpose of visit in through the Compass Kiosk
- Provide proof of identification to Reception staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- Return to Reception upon departure and sign out on the Compass Kiosk
- Williamstown High School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors upon signing in

Working with Children Check and other suitability checks

For Working with Children (WWC) Check 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 below) must have a valid WWC Check. 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 Williamstown High School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Williamstown High School will require a valid WWC Check 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 Reception 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.

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

Invited speakers and presenters

On occasion, Williamstown High School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Williamstown High School 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.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to Reception upon arrival for instruction and follow the sign in procedure outlined above.

5. Evaluation and Review

Every 2 years

6. Definitions and References

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.

Williamstown High School policies:

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety and Wellbeing policy
- Child Safety Code of Conduct

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

7. Consultative process

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

- Available publicly on our school's website
- Included in induction processes for relevant staff