VISITORS POLICY

Approved by School Council –October 2016

RATIONALE

Bentleigh Secondary College aims to involve the community in the school life and recognises that this can contribute to the students' educational outcomes.   We develop and maintain strong partnerships with community services, schools, businesses and the wider community. Parents/Guardians are an integral part of their child's learning. Parental involvement in their child's learning happens continually at home. At school it may involve participating in regular activities and events or conversations with teachers regarding their child's learning and wellbeing. Students' interactions with visitors at the school are to be positive and contribute to student learning and wellbeing. It is noted that students, families and staff have a right to privacy according to the DET Privacy legislation and that schools are not public places. The Principal and School Council have authority over visitors with the Principal taking on operational responsibility.

GUIDELINES

The Principal maintains discretionary power over who enters the school at all times.

Typical visitors to schools may include:
- parents, carers and guardians
- school councillors
- prospective parents and children
- volunteers and visitors on placement
- those who are addressing a learning or developmental need, such as: consultants/guest speakers, sessional instructors, representatives of community, local members of the State and Commonwealth Parliaments, children's services agencies such as DHS
- those who are conducting business such as: commercial salespeople with appointments, trades people and contractors with assigned works

The following areas will be included in any decision making:

Safety
- The safety of students and staff is paramount in any decision making, therefore potential benefits and risks posed by visitors is taken into account.
- The proposed visit must be appropriate to the student's education.
- The proposed visit must be consistent with the values of public education.
- The potential for a visitor to cause controversy within the school or broader community must be taken in to consideration.

Educational merit
- whether the proposed visit is:
  - for educational purpose being consistent with curriculum objectives
- the level of disruption to the functioning of the school in relation to the potential benefits to a student/s
- the appropriate use of Department resources, including teacher time

Legal requirements
- Parents do not require a Working With Children Check (WWCC) to be involved in whole school events where they are not directly involved with children other than their own.
- Paid or volunteer workers are to show their Working with Children Check to be copied for school records or VIT registration if teaching. This includes parents who are in these positions or working with children other than their own.
- All visitors arriving and departing during school hours use Compass to record their name, the date and time and the person they are seeing.
- Permission must be gained to photograph students and staff.
- Relevant policies and procedures must be communicated to visitors.
- A member of staff will accompany anyone not holding the necessary documents for safe access/or deemed to be at risk by staff eg contractors carrying out work or quoting on work.

IMPLEMENTATION
- All visitors must sign in and out via Compass kiosk at the Front Office. Visitors are required to keep their Compass sign in slip, until they sign out.
- Familiarisation with school routines, including the emergency management plan, will be given to regular visitors.
- Parents will be notified in advance about visitors to the school when relevant.
- Parental permission for students to participate in related activities that involve external people will be sought if necessary.
- Contractors must complete the Induction booklet and provide copies of insurances, licenses and WWCC when necessary.
- Parents collecting children must collect them from outside the school grounds or at the Front Office of the school.

EVALUATION

Review as part of the college's regular cycle