

VISITORS

POLICY

Rationale:

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to the school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff.

We also recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of public education and the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction, delivered in accordance with legislative and Department requirements).

Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the *Education and Training Reform Act 2006* (Vic):

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Aims:

- To provide a safe and secure environment for students and staff.
- To establish protocols and procedures that effectively monitor and manage visitors without compromising the open and inclusive nature of the school.

Implementation:

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. Visitors will be allowed into the school if:
 - they clearly serve an educational or other purpose consistent with college curriculum objectives and other requirements
 - they are appropriate for children or young people in the relevant age group,
 - their purpose consistent with the values of public education
 - they are here for the purpose of facilities maintenance and or OH&S requirements etc.
3. Talent Scouts may only be permitted in the school with prior approval by College Council.
4. Visiting Speakers are in a particular privileged situation in that they have the opportunity to directly influence students. The college must ensure that the content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding. Groups simply wishing to use the college as a form to advance their cause may not be granted approval to enter the college. Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after suitable investigation (due diligence) has been conducted.

5. All visitors will be required to report to the Administration Office prior to undertaking any activity within the school. They will be required to sign a “Visitors” book and will be assigned a “Visitors” lanyard which they must wear at all times within the school. Similarly, visitors will be required to report to the Administration Office at the end of their visit to return their lanyard and to “sign out” in the Visitors book.
6. Comfortable and non-intimidating waiting and interviewing spaces will be made available for visitors.
7. Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
8. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at school entrances.
9. Visitors within the school who have failed to follow this process will be reminded to do so.
10. Under the Summary Offences Act 1966 and subsequent amendments, 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 boundaries outside school operating hours.
11. Should a student of Lorne P-12 College wish to have ‘friend’ or ‘relative’ who is not an enrolled member of the school attend for a period of time as a “student visitor”, the principal must be notified at least 48 hours prior to the proposed date of visit, and as per point 10, reserves the right to prohibit the potential visitor from entering the school.
12. The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Links and References:

School based policy documentation:

- Emergency Management Plan
- Student Engagement and Inclusion Policy
- Working with Children Check Policy and Procedures

DET Resources:

- [Duty of Care](#)
- [Special Religious Instruction](#)
- [Visitors in Schools](#)
- [Volunteer Checks](#)
- [Volunteer Workers](#)

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in....

November 2017