



PARADE COLLEGE

POLICY:

VISITORS TO THE COLLEGE

PREAMBLE

Given its nature as a Catholic school in the Edmund Rice tradition, Parade College is an open and welcoming community and values its links with the wider community. As a result, there are many *bona fide* visitors to the College each day who contribute in significant measure in various capacities to the scope and quality of the educational package the College offers its students. While honouring this aspiration, the College has a duty of care to ensure a safe environment for students, staff and visitors, and to protect and preserve our resources against theft, vandalism and misuse.

The College endeavours to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Parade College.

This policy aims to facilitate the safety and wellbeing of all members of the College community and to safeguard the College resources. It outlines procedures that visitors are expected to observe prior to, and when entering the College grounds.

PRINCIPLES

- Parade College is committed to providing a safe, secure and welcoming environment for students, staff, parents, contractors, guest speakers and other visitors.
- All College staff, whatever their role, carry the primary responsibility for ensuring that the work they undertake or supervise is carried out safely and without potential risk or injury to students, themselves or others on campus.
- Visitors to the College are expected to follow school procedures governing entry to and behaviour on school grounds, including any restrictions that may be imposed.

SCOPE

This policy applies to any visitors who may attend College grounds when the school is open for instruction between the hours of 8:15 am to 5:00 pm at the Bundoora Campus, and 8:15 am to 4:15 pm at the Preston campus. Outside of these times, our administration office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from school events such as Parent Teacher Interviews, Concerts, Sport or other school activities or community groups who have entered into contracts or agreements with the College to use College premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the Working with Children Act 2005 (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 contact with children that is incidental to the work.

Duty of care: *The College owes a common law duty of care to take reasonable steps to protect students from any injury that may be reasonably foreseen.*

Visitors: From time to time, different members of the public may visit our school. For the purposes of this policy, visitors may include, but are not limited to:

- I. Parents (except at official advertised College events, functions and sessions, such as Information Nights, Parent-Teacher Interviews)
- II. Volunteer workers (eg Ladies' Auxiliary, Board members)
- III. Contractors – regular (eg cleaners, security, uniform suppliers)
- IV. Contractors - occasional (eg trades people, school photographers)
- V. Official children's services agencies
- VI. Invited speakers and presenters
- VII. Prospective parents and employees
- VIII. Assembly guests
- IX. Community group representatives (eg Red Cross; Police in Schools, DHHS)
- X. Chaplains and invited Clergy
- XI. Staff from other schools for meetings or official functions
- XII. Local parliamentary or municipal representatives
- XIII. Student teachers and their supervisors
- XIV. Approved sports coaches, umpires and team managers

POLICY

1. Parade College 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.
2. Parade College is an educational institution and, like all such institutions, is not a public place. Parade College thus has a right to protect the safety and privacy of its staff and students, by setting categories of persons who may visit and conditions on which they might visit. The College reserves the right to permit or deny entry to College grounds and encourages all visitors to familiarise themselves with our College's Child Safety Code of Conduct, Code of Conduct Parents and Guardians.
3. Categories of visitors and conditions take into account the following considerations:
 - the requirements of the [Working With Children Act 2005](#);
 - the level of disruption created by the planned visit in relation to the perceived benefits of the event;
 - the degree to which visitors' primary purposes are commercial, advertising or marketing in nature;
 - the potential for a visitor to cause controversy in the school or wider community;
 - the safety of students, staff and visitors in case of emergency;
 - the right to privacy of students and current privacy legislation;
 - other relevant legislation including policies as provided below under Related Policies.
4. Parade College encourages visitors whose presence and activities are suitable for secondary students and serve an educational purpose consistent with the College ethos, its curriculum objectives and the values of public education.
5. Safety and duty of care regulations require due diligence and good communications on the part of all employees in managing visitors to schools.

PROCEDURES

1. All visitors to the Bundoora Campus of the College between 7:45 am and 5.00 pm and visitors to the Preston Campus from 8:15am to 4:15pm, must:
 - register their arrival at and departure from the College in the visitor's book located at Reception. An accurate visitor's book is a legislated requirement;
 - provide to the College, two weeks prior to the appointment day and time of arrival (where possible), via a scanned email or photocopy, their current and valid WWCC;
 - produce their valid Working With Children Check where required by the policy (*see below Requirements for visitors to produce a valid Working with Children Check card*);
 - wear for the duration the visitor's pass badge;

- wait at Reception for the contact person to escort the visitor whilst on campus; and
 - follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Code of Conduct Parents and Guardians, Discrimination Free Workplace.
2. While parents and former students are always welcome, they may not enter the College grounds during school hours without having reported to Reception and obtaining a visitor's pass.
 3. The only exceptions to the requirement to wear a visitor's pass are families on a pre-arranged enrolment interview or school tour, student teachers provided with an Identity Card issued by the Assistant Principal – Staff Wellbeing and Development, parents dropping off or picking up students before and after school, and parents arriving for pre-arranged interviews with staff members.
 4. The organising staff member will be requested to attend to Reception to meet and escort the visitor whilst on College grounds.
 5. Trespass procedures will be instigated against any person refused entry who does not immediately leave the school property. This involves notification to the Police.
 6. All visitors must cooperate with the emergency management plan posted in all rooms of the College if the plan has to be activated or practiced during their stay.
 7. Undesirable visitors may take advantage of the many movements of people in a large school. All staff members should challenge any person without ID or visitor's badge in or near the College buildings and escort/direct them to report to Reception immediately. If the person does not cooperate staff should advise the Property Manager or Reception.
 8. It is not practical to have spectators to games on the property fully identified and the College accepts that local people may walk or recreate in the grounds without formal notification. Staff are asked to report to a member of the Leadership Team, as soon as possible, any person deemed to be acting inappropriately or suspiciously in these circumstances.

Requirements for visitors to produce a valid Working with Children Check card.

Schools have the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the Working with Children Act 2005 (Vic). This Act legally requires all people engaged in 'child-related' work (*see in Definitions above*), to hold a WWCC.

All visitors who are engaged in child-related work must have a valid WWC Check. In some circumstances, visitors to Parade College 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, Parade College may 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the office with administration staff) or, who will be supervised and accompanied by a staff member during their visit (e.g. 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.

Parent visitors

We understand that there may, on very rare occasions, be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the administration office to make the request to speak to or see their child during school hours. Parents who present at the College unannounced to see or speak to their child, should be prepared to wait up to forty minutes before the child will present at Reception.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick up/drop off or for specific school events such as Parent Teacher Interviews, Concerts, and Assemblies are required to sign in as a visitor at the school office.

Related Policies

- [Protecting the Safety and Wellbeing of Young People at Parade College](#)
- [EREA Child Safe Protection Policy and Child Safe Code of Conduct](#)
- [Parade College Child Safe Code of Conduct](#)
- Catholic Education Melbourne Policy 2.19: [Child Protection Reporting Obligations](#)
- [Ministerial Order No. 870: Child Safe Standards](#)
- [Department of Justice and Relation – Working with Children Check](#)
- [Working with Children Act 2005](#)
- [Education and Training Reform Act 2006](#)

Implemented April 2009

Reviewed April 2012, November 2017, February 2020