

VISITORS IN SCHOOL POLICY

Rationale

Braybrook College is an inclusive and inviting organisation, which embraces the opportunity to create strong partnerships with community services, schools, businesses and the wider community who might visit the College. As such, the College must also ensure the safety of the school community.

Types of visitors

Visitors to schools 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
 - Sessional instructors
 - Representatives of community, business and service groups
 - Local members of the State and Commonwealth Parliaments
- Those who are conducting business such as:
 - Uniform suppliers
 - Booksellers
 - Official school photographers
 - Commercial salespeople
- Contractors and Trades people
- Children's services agents
- Department of Families, Fairness and Housing Child Protection Workers, and Victoria Police
- Persons who are authorised to enter onto the school premises, for a specific purpose (e.g. Worksafe or Environmental Health officers)

Policy and procedures

School policy and procedures regarding visitors include:

- All visitors arriving and departing during school hours must report to the General Office and sign in and out via the Compass Kiosk. They must record their name, the date and time, and the purpose of the visit
- All visitors who will be working in close proximity of children must provide evidence of a Working With Children Check (WWC Check); however if a visitor's occupation exempts them from the requirement to have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption
- Any programs or content delivered by visitors comply with the requirement that education in Victorian government schools is secular
- Any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association and the values of openness and tolerance
- Where a person is authorised to enter the school premises, their authorisation and identification is checked