

## Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Hester Hornbrook Academy (HHA).

## Scope

This policy outlines our school's arrangements for visitors who attend any campus when the school is open for instruction between the hours of 8:30am to 4:30pm, including parents/guardians/ carers/significant others, contractors, volunteers, guest speakers and visiting services.

## Definitions

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 young person that is a central part of that person's duties. It does not include work that involves occasional direct contact with students that is incidental to the work.

## Policy

HHA strives to create an open and inclusive school community and encourages parents/guardians/carers/significant others to be actively involved in their young person's wellbeing and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

HHA is not a public place. The Principal and Heads of Campus have the authority to permit or deny entry to any campus. As a school community we encourage all visitors to familiarise themselves with our school values and policies and procedures linked with child safety including; Child Safety Policy, Child Safety Code of Conduct, Volunteers Policy, HHA Complaints and Grievances Procedure and HHA Privacy Policy.

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

- Parents/guardians/carers/significant others
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees
- Melbourne City Mission employees
- Invited speakers, program facilitators and others addressing learning and wellbeing needs
- Public officials (e.g. local councillors)
- Tradespeople
- Children / youth services agencies
- Department of Families, Fairness and Housing workers

- Victoria Police
- Ambulance Victoria
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Allied health or health practitioners

## Sign in procedure

All visitors to HHA are required to attend the front desk at the entry of the campus or meet with Heads of Campus (campus leadership or administration staff) on arrival. Visitors will be required to;

- Record their name, signature, date and time of visit and purpose of visit in the visitors' book
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's lanyard or name tag at all times
- 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, Child Safety Policy and HHA values
- Return to the front desk upon departure, sign out and return visitor's lanyard.

HHA will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

## COVID-19 vaccination information

Our school follows the Department of Education and Training's schools operation guide relating to COVID-19 and requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

## Working with Children Clearance and other suitability checks

Considering our legal obligations, and our commitment to ensuring that HHA is a child safe environment, we will require visitors to produce a WWC Clearance the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised. This is a legal requirement under the *Worker Screening Act*.

- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity. This is a legal requirement under the *Worker Screening Act*.
- **Parent/family volunteers** who assist with excursions, camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community HHA Board members** sitting on the HHA Board whether with or without student members, regardless of whether their own young person is a student member or not

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, presenters, or service providers

On occasion, HHA may invite external speakers or service providers to deliver incursions, presentations, workshops, and special programs / services for our students. HHA will:

- ensure that the content of presentations and programs by external providers contributes to the educational and / or wellbeing development of our students
- ensure that any proposed visit, program, service or content delivered by visitors is;
  - secular and is consistent with the values *Education and Training Reform Act 2006* (Vic).
  - 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.

## Parent / guardian / carer visitors

We understand that there may occasionally be a reason why a parent, guardian 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 the classroom team be contacted to make the request to speak to or see their child during school hours.

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

All parent, guardians or carers who visit our school during school hours, other than for the purposes of school pick up and drop off or for specific school events, are required to sign in as a visitor at the school office.

Parents, guardians or carers who are prohibited from entering the school under a court order or direction of the Principal (or their delegate) are not permitted to visit the school. At HHA we manage parents, guardians, carers or others restricted from attending the school by providing staff allocated to the front desk and / or campus staff with a list of restricted parents, guardians, carers or others, which may include identifying photographs and any other information as required depending on the level of risk posed.

## Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the front desk at the entry of the campus or meet with campus leadership on arrival, for those campuses without a front desk, for instruction and follow the sign in procedure outlined above.

## Communication

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

## Related Policies and Resources

Volunteers Policy  
Working With Children Check Policy  
Child Safety Policy  
Child Safety Code of Conduct

## Supporting Material

Document number	Document title
Version 1	12 June 2022

## Development and Review

- Owner: Principal HHA
- Author Principal HHA
- Approval Date: June 2022
- Review Date: June 2023