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Keysborough Secondary College is not a public place. The College Principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our College's *Values and Philosophy Statement*, *Child Safety and Wellbeing Policy*, *Child Safe Code of Conduct* and *Volunteers Policy*.

From time to time, different members of the public may visit Keysborough Secondary College. Visitors may include, but are not limited to:

Parents

Volunteers – see our school's Volunteers Policy for more information

Prospective parents, students and employees

Invited speakers, sessional instructors and others addressing learning and development

Public officials (e.g. Members of Parliament, local councillors)

conducting business such as:

- agents of children's services
- booksellers
- commercial salespeople
- contractors
- Department of Families, Fairness and Housing workers
- health practitioners: doctors, nurses and health officers (including allied health staff)
- NDIS therapists
- official school photographers
- other Department of Education staff
- support and advisory roles with Keysborough Secondary College staff
- trades people
- uniform suppliers
- Victoria Police
- Worksafe officers.

All visitors to Keysborough Secondary College are required to report to the front office of either campus on arrival (see exceptions below in relation to parents/carers).

Visitors must:

Visitors are required to be electronically registered when both arriving and leaving, including printing their name and giving the purpose of the visit.

On arrival all visitors will be requested to wear a visitor's lanyard when on the College premises. This must be returned when exiting the College.

All College visitors must comply at all times with DET policies, administrative rules and College regulations.

Staff should inform reception of expected visitors and volunteers so that they can be directed to the correct staff member.

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 at all times

Follow instruction from school staff and abide by all relevant Keysborough Secondary College policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, the Values and Philosophy Statement as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)

Return to the office upon departure, sign out and return visitor's lanyard.

Keysborough Secondary College will ensure that our 'Child Safety Code of Conduct' is available and visible to visitors when they sign in.

For Working with Children (WWC) Clearance and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in (see definition above) must have a valid WWC Clearance. Additional

suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Keysborough Secondary College who are engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit, especially if they will be **regularly present at the College and/or children can reasonably be expected to be present**. For example, we will require a valid WWC clearance for:

during the time they are visiting, even though direct contact with children is not a central part of their normal duties, who will regularly be performing unsupervised work at the school during school hours where children are present. Further background checks, including references, may also be requested at the discretion of the College Principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Clearance but

- the visit has potential benefit to the school community
- is there the potential for a visitor to cause controversy within the school or broader community?
- weighting of the level of disruption to the functioning of the school in relation to the potential benefits to the students
- appropriate use of DET resources, including teachers' time
- the safety of students, staff and visitors in the event of an emergency situation at school is ensured.

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child

Wellbeing and Engagement Policy  
WWCC Register Maintenance Procedure

[Child Safe Standards](#)

[Visitors in Schools](#)

[Contractor OHS Management](#)

Policy last reviewed	March 2024
Responsibility for Policy Development	Accountabilities Assistant Principal
Consultation	March 2024 Student Representative Groups Principal Class Officers College Council
Approved by	College Principal and College Council
Next scheduled review date	December 2025