

VISITORS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Stewart Milner.

CONTEXT

The Centre for Higher Education Studies (CHES) is a co-educational, specific purpose, senior secondary school where high-achieving and high-ability (HA) students can extend their learning. CHES offers face to face learning at a state-of-the-art facility in South Yarra and hosts a high-quality virtual platform to enable students to access programs at CHES regardless of where they are located.

Students engage with CHES programs in the following ways:

- direct enrolment of students into select VCE subjects onsite and virtually, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars
- direct enrolment of Higher Education Studies (HES) delivered by partner Universities, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars.

Students participating in CHES programs remain enrolled at their chosen secondary school (base school) and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school.

CHES shares a joint responsibility with students' base schools to ensure students' social and emotional wellbeing, and also partners with Universities and base schools to ensure students' academic needs are met.

Individual student study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES develop an Individualised Achievement Plan (IAP) which will include:

- study arrangements (CHES program and delivery mode - face to face, virtual, or combination)
- timetable requirements
- travel arrangements (if applicable)
- agreed communication methods between base-school and CHES (who, what, when and how)
- agreed communication methods between partner Universities and CHES (who, what, when and how)

- reasonable adjustments (if required)
- student health care needs including asthma management, administration of medication and individual anaphylaxis management.

All CHES policies are designed to reflect its unique operating environment (physical and virtual), its program offerings, its partnerships with Universities and shared responsibility with students' base schools to ensure students' social and emotional wellbeing and academic needs are met.

CHES has a Visitors Policy to ensure that a safe and secure learning and teaching environment is provided for all students and staff.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to CHES.

SCOPE

This policy outlines our school's arrangements for visitors who attend school grounds when reception is open between the hours of 8:00am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception. This is when reception is staffed to monitor/receive visitors at reception, including parents and contractors. Outside of these times, our reception is not usually staffed, and this policy does not apply.

CHES has a network of foundation schools and allows the member schools to deliver their own VCE classes within the CHES facility where not fully utilised for CHES programs. This policy does not consider CHES foundation school arrangements. In addition, this policy does not consider the arrangements that base schools and universities may have in place to manage visitors to their premises.

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

POLICY

CHES 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.

CHES is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy*, *Child Safe Policy*, and *Child Safe Code of Conduct*. From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- parents
- volunteers – see our school's Volunteers Policy for more information
- prospective parents, students and employees
- university staff delivering CHES programs
- invited speakers, sessional instructors and others offering learning programs to CHES students

- public officials (e.g. Members of Parliament, local councillors)
- persons conducting business e.g.: booksellers, official school photographers, commercial salespeople
- tradespeople
- children's services agencies
- talent scouts
- Department of Families, Fairness & Housing staff
- Victoria Police
- persons authorised to enter school premises (e.g. WorkSafe inspectors, health officers etc)
- other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners.

Sign in procedure at CHES

All visitors to CHES are required to report to the school office on arrival, including parents/carers and university staff delivering Higher Education Studies programs. Visitors must:

- record their name, signature, date and time of visit and purpose of visit through the Compass kiosk.
- 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 school policies relating to appropriate conduct on school grounds, including the Child Safety Code of Conduct, Statement of Values and School Philosophy, as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)
- return to the office upon departure, sign out through the Compass kiosk and return the visitor's lanyard
- CHES will ensure that the Child Safety Code of Conduct is available and visible to visitors when they sign in.

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, visitors attending school to work are required to be vaccinated or provide evidence that they are medically exempted. CHES is required to collect, record and hold vaccination information from relevant visitors to ensure they meet these requirements.

Department policy also requires us to ensure parents and carers and other adult visitors are vaccinated or medically exempted before entering school buildings and when attending outdoor gatherings and events.

For further information on this process, refer to our school's COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

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

Working with Children Clearance

For Working with Children (WWC) Check 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 **child-related work** (see definition above) must have a valid WWC Clearance. University staff who are delivering programs through CHES must have VIT Permission to Teach.

In some circumstances, visitors to CHES who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, CHES will require a valid WWC Clearance for **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with students is not a central part of their normal duties and **visitors (e.g. contractors)** who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the 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 Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, CHES may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, CHES will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, 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 the range of views held by students and their families.

Parent visitors

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (e.g. parent teacher interviews, HES graduations, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. CHES maintains and provides office staff with a list of restricted parents/carers 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 school office upon arrival for instruction and follow the sign in procedure outlined above.

Pandemic

During a pandemic, such as the COVID-19 pandemic, government schools are required to comply with the Department's School Operations Guide applicable to that specific pandemic.

The Department updates the School Operations Guide as required during a pandemic based on advice from the Department of Health. The School Operations Guide covers procedures for management of visitors and volunteers on school sites.

The current School Operations Guide includes a COVIDSafe Plan for Schools that ensures schools remain safe environments. The link to the current Operations Guide is [available on the Department's intranet](#).

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff induction processes
- included in university staff induction and training
- made available in hard copy from school administration upon request.

RELATED POLICIES AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)
- [DET Operations Guide](#)

The following school policies are also relevant to this policy:

- Child Safe Code of Conduct
- Child Safety Policy
- Child Safety Reporting and Responding Policy
- Child Safe Risk Assessment
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Statement of Values and School Philosophy

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2022
Consultation	Consultation with staff, students and school council to take place in 2023 after operations commence
Approved by	Principal
Next scheduled review date	February 2024- to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.