



Visitors Policy

Purpose:

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

Scope:

This policy outlines our College's arrangements for visitors who attend the College grounds when the College is open for instruction between the hours of 8.00am to 4.30pm, including parents, contractors, guest speakers, mentors and any other professionals. Outside of these times, our General office is not staffed and this policy does not apply.

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:

Whittlesea Secondary College strives to create an open and inclusive College community and encourages parents and carers to be actively involved in their student's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Whittlesea Secondary College is not a public place. The principal has the authority to permit or deny entry to the College grounds, and encourages all visitors to familiarise themselves with our Colleges policies:

- [Statement of Values and School Philosophy](#),
- [Child Safety and Wellbeing Policy](#)
- Child Safety Code of Conduct
- [Volunteers Policy](#)

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

- Parents
- Volunteers – see our College'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)



- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter College premises (e.g. WorkSafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Whittlesea Secondary College are required to report to the General office on arrival and complete registration on COMPASS kiosk – this records their name, signature, date and time of visit and purpose of their visit.

- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy this will be scanned and added to the visitors register that is managed by the Office staff.
- Wear a visitor's [lanyard/name tag] at all times
- Follow instruction from College staff and abide by all relevant College policies relating to appropriate conduct on College grounds including:
 - Child Safety Code of Conduct,
 - Respect for School Staff,
 - 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 and return visitor lanyard (where applicable)

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

Working with Children Clearance and other suitability checks

All visitors who are engaged in **child-related work** (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 Whittlesea Secondary College 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, Whittlesea Secondary College 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 children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the College 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 College 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, Whittlesea Secondary College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Whittlesea Secondary College 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 for the range of views held by students and their families.



Parent Visitors

- Whittlesea Secondary College understands that there may occasionally be a reason why a parent/carer may want to speak to their student/child at the college, 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/carers call the general office on Ph. (03) 9719-1200 to make the request to speak to or see their student/child during school hours.
- We ask that parents/carers avoid arranging to visit their children whilst they are at the College, as this can cause inappropriate disruptions to the school day and their learning.
- All parents/carers who visit the College during school hours, other than for the purposes of school pick ups and drop offs, or for specific College events (e.g. Parent teacher interviews, concerts/performances, special assemblies or presentations) are required to sign in as a visitor at the General Office before entering College grounds.
- Parents/carers who are prohibited from entering the College under a court order or the direction of the Principal are not permitted to visit the College. Current court ordered mandates are registered at the General Office 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 General office upon arrival for instruction and follow the sign in procedure outlined above.

Communication:

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our College website
- Included in transition and enrolment packs
- Made available in hard copy from College administration upon request

Further Information and Resources:

Department of Education Policies: (PAL)

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



Whittlesea Secondary College Policies:

- [Visitors Policy](#)
- [Duty of Care Policy](#)

Policy Review and Approval:

Policy last reviewed	March 2026
Consultation	Principal Executive
Policy approved	Principal
Next scheduled review date	March 2028