



VISITORS IN SCHOOL POLICY & PROCEDURES

Date Implemented	21/12/2016
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Approved By	School Council (minuted in meeting on 12/12/2016)
Date Reviewed	May 2018
Responsible for Review	Principal
Review Date	Annually as stipulated below in Child Safety Standard section
References	<p>DET Policies</p> <ul style="list-style-type: none"> • VRQA Child Safety Standard 6 (Identifying & Addressing Risks) • Police & DHS Interviews DET policy • Photographing and Filming Students • Supervision and Access • Request for Information About Students • Selecting Teaching and Learning Resources • Health Education Approaches • Volunteer Checks
Child Safety Standard	<p>This policy helps guide the actions of all staff, students, parents and other visitors to the college to ensure that Rushworth P-12 College provides a child-safe school environment with a zero-tolerance to child abuse. It will be shared with and reviewed by:</p> <ul style="list-style-type: none"> • <i>All staff at the beginning of the school year</i> • <i>College Council members at the first meeting after the AGM</i> • <i>Student Leaders in their first Student Voice meeting of the year on an annual basis.</i>

PURPOSE

This purpose of this policy is to ensure that:

- Rushworth P-12 College effectively manages visitors to the college to assist in providing a Child-Safe school environment in accordance with the Department's guidelines.

DEFINITIONS

Visitors in school are any people that are not enrolled in or employed by Rushworth P-12 College on the day of their attendance; however, the term 'visitor' does not apply to parents/carers or guardians who are attending information nights, three-way interviews, community nights, spectators at sporting events etc.

BASIC BELIEFS and AIMS

Rushworth P-12 College believes that members of our community add much to the learning experiences of our young people and therefore wish to include them wherever their involvement assists in improving student outcomes and celebrating achievements. This belief is summarised in the motto, "Positive community, Positive outcomes".

GUIDELINES FOR ACTION

The following actions must occur regardless of the type of visitor and the purpose of the visit.

- All visitors arriving and departing during college hours (standard hours are 8:00 am to 4:30 pm; however, there will be instances when these may be extended) must record their name, signature the date and time along with the purpose of the visit using the Visitor's Book.
- Must be accompanied by a staff member at all times unless a specific School Council Licence has been executed, visitor is a DET Staff member that works individually with children in their role (e.g. SSSO), CRT, Pre-Service Teacher (but not to be left in charge of students) or Case Worker/Youth Worker already aligned to the student they are visiting.

The following actions relate to the specific type of visitor to the college.

- Prospective parents/carers/guardians and employees
 - No additional requirements
- Contract Replacement Teachers (CRT)
 - Copy of current VIT registration kept at college
 - Copies of evidence of date of birth, change of name, and permanent resident status certified by the Principal and kept on file
 - Code of Conduct shared beforehand so it can be read and signed
- Pre-Service Teachers
 - Working with Children's Check (WWCC) to be produced, copied and certified and kept in the WWCC assessment notice file held at the General Office
 - Code of Conduct shared beforehand so it can be read and signed
- External Professionals with Specific School Council Licence (e.g. non-DET Psychologists)
 - School Council Licence required
 - If exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.
 - WWCC produced, copied and certified and kept in the WWCC assessment notice file held at the General Office
 - Code of Conduct shared beforehand so it can be read and signed
- External Allied Health Professionals without Specific School Licence (e.g. vaccination nurses)
 - Permission from principal or their nominee
 - WWCC produced, copied and certified and kept in the WWCC assessment notice file held at the General Office
 - Code of Conduct shared beforehand so it can be read and signed

- Media
 - Permission from the principal must be sought before the media can enter college grounds
 - If exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.
 - Written permission from parents/guardians must be obtained before the principal releases information to, or allows the photographing of a student by the media

- Visitors who are conducting business (e.g. photographers, booksellers)
 - Working with Children Check (WWCC) to be produced, copied and kept in the WWCC assessment notice file held at the General Office.
 - If exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.

- Parent and community volunteers (e.g. Breakfast Club, Sport Events, Canteen)
 - Permission must be obtained from the Principal to engage volunteers.
 - Working with Children Check (WWCC) to be produced, copied and kept in the WWCC assessment notice file held at the General Office.
 - If exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.
 - Code of Conduct shared beforehand so it can be read and signed

- School Council members
 - Working with Children Check (WWCC) to be produced, copied and kept in the WWCC assessment notice file held at the General Office.
 - If exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.
 - Code of Conduct shared beforehand so it can be read and signed

- Case Workers / Youth Workers
 - Identification produced and copied to keep on the student's Confidential File.
 - Permission from parents/guardians for these support people to engage with the students at school.
 - If collecting the student from school to take them off-site, permission with dates and times received in advance from parents/guardians.

- Presenters and Performances
 - Approval for the incursion must be sought from either the Principal or Assistant Principal. Organiser of the event is to ensure that all Performers/Presenters have a WWCC.
 - If Performers/Presenters are exempt from needing a WWCC (e.g. police officers, teachers), then evidence to support their claim to an exemption must be provided.
 - Working with Children Check (WWCC) to be produced, copied and kept in the WWCC assessment notice file held at the General Office for all Presenters/Performers
 - Access the [Selecting Teaching and Learning Resources](#) and [Health Education Approaches](#) for advice concerning the selection of lectures, speeches and performances.
 - Where there is no charge, information about the presenter/performance is to be sent to all parents with the option to 'opt-out'.
 - Code of Conduct shared beforehand so it can be read and signed

- Worksafe and Environmental Health Officers
 - Must provide identification that they are current Worksafe or Environmental Health Officers.
 - Notify Principal of arrival.

- DHHS Child Protection Workers (when interviewing a Rushworth P-12 College student)
 - Permission must be sought from the Principal or, if unable to contact, the Assistant Principal before an interview is conducted at the college.
 - Parental/Guardian consent and/or presence is not required if:

- there are reasonable grounds to exclude the parents/guardians from the interview (eg. allegation of abuse involving parents, carers, siblings or other members of the student's family, or a person with some relationship to the family).
 - The Principal is satisfied that immediate action is necessary and cannot contact the parents/guardians.
 - The parents/guardians authorise the principal to act as their representative.
 - Must provide identification that they are a current DHHS employee.
 - The student being interviewed must be accompanied by either the Principal, Assistant Principal, Lead Teacher, Advisory teacher **and/or** the Social Worker whenever possible. An interview is **not permitted** to be held at RP-12 College unless the student is accompanied by one of these independent supportive adults.
- Police - all states and Federal (when interviewing a RP-12 student)
 - Must provide identification that they are a current police officer.
 - Permission must be sought from the Principal or, if unable to contact, an Assistant Principal before an interview is conducted at the college.
 - Student as victim or witness
 - Parental consent and/or presence is not required if
 - there are reasonable grounds to exclude the parents/guardians from the interview (eg. allegation of abuse involving parents, carers, siblings or other members of the student's family, or a person with some relationship to the family).
 - The Principal is satisfied that immediate action is necessary and cannot contact the parents/guardians.
 - The parents/guardians authorise the principal to act as their representative.
 - If a number of students need to be interviewed in order to identify potential witnesses then the interview will only be allowed to identify witnesses for further interviews.
 - The student/s being interviewed must be accompanied by either the Principal, Assistant Principal, Lead Teacher, **and** the Social Worker, where appropriate. An interview is **not permitted** to be held at RP-12 College unless the student is accompanied by one of these independent, supportive adults.
 - Child as suspect
 - A suspect to a crime under the age of 18 may not be questioned by police unless the suspect's parent or guardian is present. If a parent or guardian is not available, an independent person must be present. However, police do not have to wait until the parent, guardian or independent person is present where:
 - communication would result in the escape of an accomplice or the destruction of evidence.
 - the safety of other people means that questioning should not be delayed.

It can be seen from the above points, that a child suspect will only be interviewed by police at school without a parent/guardian present in very urgent and extreme situations.

When the principal is approached by police and advised that a student suspect is to be interviewed, the principal must:

- try to advise the parent/guardian of the situation.
- inform the student that a note of the circumstances and the content of the interview will be made and communicated to their parents/guardians as soon as possible.
- if the parent/guardian is unavailable, be the independent support person at the interview.

Acting in the absence of parents/guardians – please refer to [Police & DHS Interviews DET policy](#) for important additional information.

Further Information

- The minutes from school council meetings eliminate the need for those in attendance to sign the visitors register.