Visitors Policy (2026 - 2028)

Date implemented	29 April 2026
Author	Justin Hird
Date to be reviewed	April 2028
To be reviewed by	Principal
References	Victorian Government Schools Reference Guide
Approved by	Principal
Date	*29 April 2026*
Signature	

Purpose

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

Scope

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours of 8:30am to 4:30pm, Monday to Thursday and 8.30am to 4.00pm Friday. Outside of these times, Reception is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from school events such as concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

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

Castlemaine Secondary College 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.

Castlemaine Secondary College 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 Safety and Wellbeing Policy, Child Safety Code of Conduct and Volunteers Policy. Policies are available on the College's Website.

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

- Parents
- Volunteers – refer to 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 (eg Members of Parliament, local councillors)
- Persons conducting business eg 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 school premises (eg 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 Castlemaine Secondary College are required to report to Reception on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Login using the Compass kiosk located in reception - The school maintains a register of all visitors including name, time of arrival/departure and purpose of visit.
- Keep the Compass sign-in receipt on their person at all times whilst in the school.
- Provide proof of identification to office staff upon request.
- Produce their valid Working with Children Check 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 policies relating to appropriate conduct on school grounds including 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 Reception upon departure to sign out using the Compass kiosk.

Castlemaine Secondary College will ensure that our school's Child Safety Code of Conduct is available on request to visitors when they sign in.

Working with Children clearance and other suitability checks

For Working with Children Check (WWCC) 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 WWCC. Additional suitability checks may also be required such as references, proof of identity, qualifications and work history involving children checks.

In some circumstances, visitors to Castlemaine 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, Castlemaine 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 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, Castlemaine 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, Castlemaine 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
    - freedom of speech and association
    - the values of openness and tolerance
    - respect the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason why a parent 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 parents or carers call Reception to make the request to speak to or see their child during school hours.

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

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 (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at Reception.

Parents/carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to attend. The school maintains processes to manage and communicate restrictions to relevant staff.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to Reception upon arrival 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 College's website www.csc.edu.vic.au.
- Reminders in our school newsletter.
- Discussed in student forums.
- Included in the online staff handbook (Staff Central).
- Discussed at staff briefings/meetings as required.
- Included in staff induction processes
- Available in hard copy on request

Further Information and Resources

Department of Education policies:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Relevant Department policies are available via the Policy and Advisory Library (PAL

Providing feedback and ongoing consultation

At CSC we encourage involvement from students and families in relation to all policies, please email castlemaine.sc@education.vic.gov.au to provide suggestions.

Policy Review and Approval

Policy last reviewed	29 April 2026
Consultation	29 April 2026
Approved by	Principal
Next scheduled review date	April 2028 – the mandatory review cycle for this policy is 2 years