

VISITORS

POLICY

Lakeview Senior College

Aims:

- To encourage relevant members of the community to work as volunteers within our College
- To ensure that all visitors support the educational objectives and values of the College and do not cause controversy.
- To protect the privacy of students and staff.
- To recognise that the College is not a public place.

Implementation:

- The Principal (or his/her representative) will approve the entry of volunteers onto the College. Volunteers on College grounds may need to apply for and pass the WWC Check, or otherwise be 'working' under the direct supervision of the classroom teacher at all times.
- The College requires a WWCC for each volunteer who:
 - assists on a *regular* basis in classrooms / college activities
 - attends an overnight camp
 - assists an excursion
 - are pre-service teachers placed at the College
- A member of staff will accompany all visitors on short term business within the College.
- Contractors and tradespersons may require a WWCC before they are engaged and accompanied to the worksite by a member of staff and sign out on departure.
- Regular visitors will be familiarised with the College emergency evacuation plan.
- Parents will be advised in advance of visitors with whom their children will have contact and the purpose of the contact.
- Visiting speakers' suitability will undergo due diligence.
- Visiting speakers will be briefed prior to engagement on College culture and expectations by the staff sponsor
- Parents will be advised of any unusual events bringing visitors to the College for extended periods, e.g. major works, and advised of the security arrangements.
- Visitors are not permitted to carry photographic equipment or use a mobile phone camera while on College grounds unless prior permissions from parents are obtained.
- All visitors must sign in at reception and wear/display a College Visitor's Pass and WWCC (if required).
- Talent scouts will not be permitted within the College unless from an approved organisation and prior permission is obtained for each student involved. This will not prevent the principal referring students and parents for independent contact with talent scouts.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in....

Sept 2012

References:

Department of Justice, Victoria <http://www.justice.vic.gov.au/workingwithchildren>

"Working With Children Act 2005"

<http://www.justice.vic.gov.au/workingwithchildren/home/resources/legislation/working+with+children+act+2005>

"Working With Children Regulations 2006"

<http://www.justice.vic.gov.au/workingwithchildren/home/resources/legislation/working+with+children+regulations+2006>