

INTRODUCTION

St Margaret Berwick Grammar (**SMBG**, the **School**) is committed to providing safe and secure learning environments for all their students. This policy reflects the direction given by Victorian's Child Safe Standards under Ministerial Order 1359: *Managing the Risk of Child Abuse in Schools and School Boarding Premises*.

Purpose

The purpose of this Policy is to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to the School.

Scope

This Policy outlines the School's arrangements for visitors who attend school grounds during school operating hours, and when the school office, or equivalent is staffed to monitor and receive visitors at reception. Visitors include, parents, guardians, carers and other adults.

Process and Procedure

SMBG strives to create open and inclusive school communities and encourage parents, guardians and carers to be actively involved in their child's development and education.

Schools are not public places. The Principal or delegate has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with the School's Child Safety and Wellbeing Policy, Child Safety Code of Conduct Statement of Values and School Philosophy.

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

- parents, guardians and carers of students attending school
- prospective families and employees
- those who are conducting business such as
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- those who are addressing a learning or developmental need, such as:
 - invited speakers
 - independent contractors, such as health professionals
 - representatives of community, business and service groups
- Department of Families, Fairness and Housing (DFFH) Child Protection workers, VQRA officials and Victoria Police.
- trades people
- student teachers

Visitor screening and supervision

Before a visitor is permitted access beyond the reception or designated visitor area, the School will consider the nature and purpose of the visit, the areas of the School to which the visitor

requires access, the likelihood and nature of contact with students, the duration and frequency of the visit, and the level of supervision required.

Visitors must remain within authorised areas and must not have unsupervised access to students unless this has been specifically approved and all required suitability and child safety checks have been completed.

The staff member responsible for the visitor must ensure that appropriate arrangements are in place for the visitor's arrival, induction, supervision and departure.

Sign in procedure

All visitors to SMBG are required to report to the school office, or equivalent, on arrival (see *exception in relation to parents, guardians and carers*)

Visitors must:

1. record their name, signature, date, time of visit and purpose of visit via the visitors online system
2. produce evidence of their valid Working with Children Clearance or VIT where required under the Worker Screening Act 2020
3. provide proof of identification to school staff upon request
4. comply with the School's practice concerning identification (name tag is to be worn)
5. follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including but not limited to the Schools Child Safety and Wellbeing Policy, Child Safety Code of Conduct
6. return to the school office, or equivalent, upon departure, sign out and return name tag

All visitors who are engaged in child-related work must have a valid Working with Children Clearance (**WWCC**) or VIT. In some circumstances, visitors to SMBG who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit.

SMBG will require a valid WWCC for:

- visitors (e.g. contractors), who will regularly be performing unsupervised work at a school during school hours or any other time where children and young people may be, or are, present. Further background checks, including references, may also be requested at the discretion of the Principal
- 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 who will be working in areas away from students (e.g. a visiting auditor who will be located in the school office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g., a prospective parent on a school tour) will not be required to have a WWCC

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC but may be asked to verify that they are sworn officers by providing proof of identification.

Emergency and safety requirements

Visitors must familiarise themselves with the emergency and evacuation information provided at sign-in and follow the directions of School staff in the event of an emergency.

Visitors must wear School-issued visitor identification while onsite, where required, and remain within authorised areas.

Visitor attendance records will be maintained to assist the School to account for persons onsite in the event of an emergency and, where necessary, to support the investigation of safety or child safety concerns.

Visitors must immediately report any accident, injury, hazard, child safety concern or other safety incident to a member of School staff.

Parent, guardian and carer visitors

All parents, guardians or carers who visit SMBG during school hours, other than for the purposes of school pick-ups and drop-offs, are required to sign in as a visitor at the school office, or equivalent. This includes but is not limited to, parent-teacher interviews, assemblies and award ceremonies.

Where it is determined by a Principal that it is not practicable for large groups of parents, guardians or carers to sign in as a visitor at the school office, or equivalent, Principal is required to ensure that parents, guardians or carers are informed of the School Child Safety and Wellbeing Policy, Child Safety Code of Conduct and behavioural expectations. This may be communicated in various way, including but not limited to, newsletters, email, and parent communication platform (Nexus)

Parents, guardians or carers who are prohibited from entering the school under a court order are **not permitted** to visit the School. All such requests **must** be escalated to the Principal in relation to these matters before implementing procedures for managing these matters.

Parents, guardians and carers who attend the School in another capacity, including as a volunteer, contractor, service provider, coach or presenter, are subject to the requirements applicable to that role and are not treated solely as a parent or carer for the purposes of this Policy.

Invited speakers and presenters

On occasions, SMBG may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for their students. SMBG will:

- ensure that the content of presentations and programs by external providers contributes to educational development and is consistent with curriculum objectives

External speakers must be registered in SAM4Schools prior to attending the School premises.

All other visitors

All business operators, tradespeople and other visitors, including volunteers, attending the school to conduct work must report to the school office, or equivalent, upon arrival for instruction and follow the sign in procedure outlined above.

Definitions

Child-related work: As defined by the Worker Screening Act 2020 (Vic), child-related work is work that usually involves direct contact with a child that is a central part of that person's duties.

Related Policies

Child Safety and Wellbeing Policy
Child Safety Code of Conduct
Volunteers Policy
Duty of Care Policy
Staff Recruitment and Selection Policy
Working with Children Check Policy

Legislation

Ministerial Order No. 1359: Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises (made under the Education and Training Reform Act 2006 (Vic.)
Child Wellbeing and Safety Act 2005
Education and Training Reform Act 2006

Review

This policy is approved by the Executive and is reviewed every two years, and/or earlier where required.

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