



If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Visitors Policy

1. Policy Statement

Penleigh and Essendon Grammar School (PEGS) is committed to creating and maintaining a child safe and child-friendly school, where children and young people are safe and feel safe. The school has a policy of zero tolerance for child abuse. The school recognises the value in partnering with parents, carers and community members and the obligations to protect the safety and wellbeing of our students, staff and visitor.

2. Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Penleigh and Essendon Grammar School (PEGS).

3. Scope

This policy applies to all visitors, including parents, contractors and other visitors, attending the school grounds, when the school is open for instruction and reception offices are staffed, between the hours of 8am to 5pm.

4. Definitions

Term	Meaning
Child-related work	<ul style="list-style-type: none"> involves an adult working with children under 18 years old (both paid and unpaid work) having direct contact with children (physical, face-to-face, written, oral or electronic contact) and is a usual part of the person's duties (and is not occasional or incidental to their work) <p>Source: Ministerial Order 1359</p>
Child-connected work	<ul style="list-style-type: none"> work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present occasional direct or indirect contact with children that is incidental to the work may occur <p>Note: Working with Children clearance is required by law only for people who engage in child-related work. Schools may also choose to require suitability</p>

Document Name: Visitors Policy	Policy Area/Category:
Document Number:	Classification:
Version Number:	Document Owner: Principal
Publication Date: September 2024	Endorsed by: HOS
Review Date: September 2026	

Printed copies of this document are considered uncontrolled.

Term	Meaning
	checks (including Working with Children clearance) for visitors and volunteers engaging in child-connected work. Source: Ministerial Order 1359

5. Policy/Procedure

PEGS 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, and other organisations. The procedures set out below are designed to ensure that visitors to our school understand their responsibility to protect children from harm and respond to suspicions of child abuse.

The Principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's Child Safety Policy and Code of Conduct for Contractors, Volunteers and Visitors.

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

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and staff
- 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)
- Contractors, including tradespeople
- Children's services agencies
- Talent scouts
- Department of Families, Fairness and Housing (DFFH) workers
- Victoria Police and Emergency Services workers
- Persons authorised to enter school premises (e.g. WorkSafe inspectors, health officers etc)
- NDIS therapists or other allied health or health practitioners

5.1 Sign in procedure

All visitors to PEGS are required to report to the relevant Reception office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Register through the School's electronic PASSTAB system their name, date and time of visit and purpose of visit
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's [lanyard / name tag] at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Policy and Codes of Conduct
- Return to the office upon departure, sign out and return visitor's [lanyard / name tag]

PEGS will ensure that our school's relevant Code of Conduct is available and visible to visitors when they sign in through PASSTAB.

Contractors, Volunteers and Visitors engaged in **child-related work** are required to comply with the **Code of Conduct for Staff and others who interact with students**.

Contractors, Volunteers and Visitors engaged in **child-connected work** are required to comply with the **Code of Conduct for Contractors, Volunteers and Visitors**.

Parents and caregivers are reminded of expectations for their cooperation as summarized in the **Parent Code of Conduct**.

5.2 Working with Children Check

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.

In some circumstances, visitors to PEGS 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. For example, PEGS will require a valid WWCC 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 be engaged in child-connected work by 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 Main Administration 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 WWCC.

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

5.3 Invited speakers and presenters

On occasion, PEGS may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. PEGS 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.

5.4 Parent visitors

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 (e.g. parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the section's Reception office. Parents and caregivers are also reminded of expectations for their cooperation as summarized in the **Parent Code of Conduct**.

5.5 Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school Reception, or the Facilities shed as directed by the Facilities Manager, upon arrival for instruction and must follow the sign in procedure outlined above.

6. Related Legislation, Regulations and Standards

Child Wellbeing and Safety Act 2005 (Vic)

Ministerial Order No 1359 – Implementing the Child Safety Standards - Managing the risk of child abuse in schools and school boarding premises.

7. Related Documents

Child Safety Policy

Procedures to Protect Children from Abuse

Code of Conduct for Staff and others who interact with students

Code of Conduct for Contractors, Volunteers and Visitors

Parent Code of Conduct

Policy for Positive Interaction of Staff and Students

Statement of Behaviour

Mutual Respect Policy

Workplace Behaviour - Harassment, Bullying and Occupational Violence

Equal Opportunity

Occupational Health and Safety Policy

Volunteers Policy