



## VISITORS POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact Tony Bellette at [tony.bellette@education.vic.gov.au](mailto:tony.bellette@education.vic.gov.au).

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Blackwood Special Schools Outdoor Education Centre (Blackwood).

### SCOPE

This policy applies to any visitors who may attend school grounds when the school is open and conducting student programs. Outside of these times, our front office 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 other school activities

### DEFINITIONS

*Child-related work:* As defined by the *Working with Children Act 2005 (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 contact with children that is incidental to the work.

### POLICY:

Blackwood 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.

Blackwood is not a public place. The Principal/Campus 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, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

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

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### BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE

1015 Greendale - Trentham Road,  
Blackwood, Victoria 3458, Australia

*Campus of Frankston Special Development School*  
*Member of Residential Outdoor Schools Association (ROSA)*

**Post:** Post Office, Blackwood, Victoria 3458, Australia

**Phone:** 03 5368 6768

**Email:** [blackwood.specialschools.oec@education.vic.gov.au](mailto:blackwood.specialschools.oec@education.vic.gov.au)

**Website:** [blackwoodsssoec.vic.edu.au](http://blackwoodsssoec.vic.edu.au)



- Parents
- Volunteers – see 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
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

*As a specific purpose residential school with 2 – 5 day programs for visiting schools, as well as the option for day visits, Blackwood Special Schools Outdoor Education Centre does not engage volunteers.*

*Any volunteers engaged by visiting schools are required to comply with Blackwood Special Schools Outdoor Education Centre’s Child Safety Code of Conduct, and the visiting school’s Volunteers and Camps and Excursions policies.*

## **Sign in procedure**

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

- Record their name, signature, date and time of visit and purpose of visit in visitors book
- 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 name tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values
- Return to the office upon departure, sign out and return visitor’s name tag.

Blackwood will ensure that our school’s Child Safety Code of Conduct/Child Safety Statement of Commitment is available and visible to visitors when they sign in.

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## Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) 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 WWC Check.

In some circumstances, visitors to Blackwood who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Blackwood will require a valid WWC Check 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 work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

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 Check.

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, Blackwood may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Blackwood 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). 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:

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- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion, speech and association
- the values of openness and tolerance
- respect the range of views held by students and their families.

## Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office 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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

- Blackwood policies:
  - *Statement of Values and School Philosophy,*
  - *Volunteers Policy,*
  - *Child Safety and Wellbeing policy,*
  - *Child Safety Code of Conduct.*
- Department policies:
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
  - [Contractor OHS Management](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2025

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