

## **SCHOOL VISITOR'S POLICY**

### **Attachment/s include:**

**This document should be read in conjunction with, but not limited to the following other related policies and procedures:**

### **Relevant government legislation impacting policy content:**

**Endorsed:** April 2019

**Revised:** May 2022 (Administrative purposes)

Blacktown Youth College (BYC) seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include caregiver and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective caregivers, service people, official school photographers and commercial sales people.

Concurrently we recognise our duty of care to provide a safe environment for the students, staff and caregivers of BYC.

### **Aim**

- To provide a safe and secure environment for the students, staff, caregivers and resources of BYC.
- To establish protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of BYC.

### **Procedures for Caregivers, Relatives, Volunteers, Tutors, Independent Contractors & Visitors**

All of the above visitors are required to report to the Administration Office prior to undertaking any activity within the school. Any visitor wishing to speak to a student must do so through a BYC staff member and must follow the following relevant procedures:

#### **Caregivers**

- Caregivers who volunteer in classrooms or excursions/incursions do not require a WWCC if their child is participating or ordinarily participates in the activity undertaken provided they are under the supervision of a teacher (refer *Working with Children Act 2005*).
- Caregivers are required to sign the 'Visitors' book situated in the Administration Office and will be assigned a 'Visitors' lanyard which they must wear at all times within the school. They are required to report to the Administration Office at the end of their visit to return their badge and to 'sign out' in the Visitors book.

#### **Student Relatives**

- Student relatives such as grandparents, aunts, uncles are exempt from a WWCC provided they are under the supervision of a teacher. (refer *Working with Children Act 2005*).

- Student relatives are required to sign the 'Visitors' book situated in the Administration Office and will be assigned a 'Visitors' lanyard which they must wear at all times within the school. They are required to report to the Administration Office at the end of their visit to return their badge and to 'sign out' in the Visitors book.

### **Volunteers**

- Volunteers are required to supply a current WWCC. This will be cleared by the Head of School (HOS) prior to the volunteer commencing any duties. Their details will be added by the Student Services and Administration Manager (SSAM) to the BYC Child Protection Check List which is kept in the SSAM's office.
- Volunteers who regularly volunteer in classrooms will be required to sign in on the staff attendance register situated in the Administration office and will be assigned a 'Volunteers' lanyard which they must wear at all times within the school. They are required to report to the Administration Office at the end of their visit to return their badge and to 'sign out' on the staff attendance register.

### **Tutors Employed by BYC**

- Tutors are required to supply a current WWCC. This will be cleared by the HOS prior to commencing any duties. Their details will be added by the SSAM to the BYC Child Protection Check List which is kept in the SSAM's office.
- Tutors will be required to sign in and out on the staff attendance register on the days they are required to work.

### **Independent Contractors**

- Tradespeople and consultants, who may work independently of school staff, will be asked to present their WWCC in accordance with the *Working with Children Act 2005*;
- Tradespeople and consultants are required to sign the 'Visitors' book situated in the Administration Office and will be assigned a 'Visitors' lanyard which they must wear at all times within the school. They are required to report to the Administration Office at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- Any tradespeople and consultants providing services to the school who do not have their Working with Children Check will be supervised by a staff member whilst on site.
- They must observe the school's Work Health and Safety procedures while on site.

### **Visitors**

- Visitors are required to sign the 'Visitors' book situated in the Administration Office and will be assigned a 'Visitors' lanyard which they must wear at all times within the school. They are required to report to the Administration Office at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- Salespeople and those delivering goods will be directed appropriately by BYC administration staff. It is not necessary that they sign in but must be supervised by a staff member.
- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school and its community by the HOS or staff member in charge and should be prepared to respect the range of views held by our students and their families.

## **Risk Management**

- Visitors and volunteers entering the school will be provided with directions, and made aware of any construction works which may impact upon their safety or comfort. This will be done by the member of staff, or their delegate, that organised the visit.
- The school's Emergency Procedures will ensure that visitors within the school at the time of an emergency or practice drill will be identified and directed appropriately.

## **Unauthorised Visitors**

- The Administration Office is the school's major public space and caregivers are welcome to visit this area at any time to:
  1. Organise the collection of their child/children by filling in an early leavers pass
  2. Make appointments to see staff
  3. Make enquires about school operations
  4. Complete other tasks that require the support of administration or other staff
- The HOS is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. Juvenile Justice) during school hours.
- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The HOS, or their delegate, will explain the school's policy and then request the individual to leave the school grounds.
- Under the *Summary Offence Act 1966*, the HOS reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school's boundaries outside school operating hours.