

Visitor Policy

1. Statement of Commitment to Child Safety

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. The Geelong College recognises that in order to achieve a child safe environment at the College which meets students' intellectual, physical, social, emotional and moral needs, students need to be involved in the creation and maintenance of such an environment.

We are committed to taking a preventative and proactive approach to providing a child safe environment where children and young people are safe and feel safe; they are empowered to use their voices when decisions are being made that affect their safety. We are also committed to providing simple and accessible processes to assist all children to identify and communicate when they do not feel safe. Particularly, this includes those who are Aboriginal and Torres Strait Islander, from culturally diverse backgrounds and those with a disability.

We are clear about our behavioural expectations of every person in our community and are committed to having a shared understanding of and responsibility for child safety. All staff are expected to uphold a culture that protects children from all forms of harm.

2. Purpose

This policy seeks to provide a safe and secure environment for the students, staff, parents and resources of The Geelong College by establishing a framework for protocols and procedures to effectively monitor and manage volunteers and visitors to The Geelong College.

3. Scope

This policy applies to all visitors to The Geelong College. A visitor may be attending College on educational business or for sporting, social or cultural activities.

A visitor may be attending College as an invited educational speaker, sessional instructor, representative of community business and service group, prospective parent, parent attending sporting event, parent attending social event, contractors, official school photographers, commercial salespeople of The Geelong College, Allied health services, family members and volunteers.

4. Guidelines

4.1 School Protocols: See: BUS-GPP-41 Visitor sign in procedure

- a. Visitors are required to sign into the School Reception point using SINE prior to undertaking any activity within the school or using facilities. Visitors attending sporting events or social events can sign in by using the Campus QR code.
- b. Any visitor wishing to speak to a student must do so through a school staff member.
- c. Visitors within the school who have failed to follow this process will be monitored and reminded to do so
- d. Salespeople and those delivering goods will be directed appropriately by the School Reception staff
- e. Visitors providing services to the school such as tradespeople and consultants who may work independently of school personnel, will observe the schools 'sign in' and 'sign out'

procedures; observe the school's [OHS Risk Management Policy](#) while on site. Some Contractors will be allocated permanent badges, these must be worn at all times.

- f. Parents who volunteer in classrooms or excursions/incursions do not require a Working with Children Check (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](#))

Visitors and Volunteers will have access to the [Child Safety Code of Conduct](#) on the SINE register. Volunteers will also complete an online training module acknowledging the Volunteer Policy, Code of Conduct, Child Protect Statement and Policy.

5. Volunteers

Volunteers are required to use the SINE station at the school reception point, they will be assigned a 'Visitors' badge number. Similarly, they are required to report to the School Administration at the end of their visit to 'Sign out' using SINE.

6. Visitors

- a. Visitors such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through School Newsletter and website, notices, written invitations and personal approaches, as well as informally through conversation and opportunity. Visitors can sign in using the SINE stations placed at each reception point, boarding houses and recreation centre by signing in as a visitor or on sporting occasions and social events use the QR Code and sign in as sports spectator visitor type.
- b. Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school and its community by the Head of school, Deputy Head of school or Teacher in Charge and should be prepared to respect the range of views held by our students and their families. Speakers will be asked to Sign in as a Visitor.
- c. The Heads of School are responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. instrumental music) during school hours
- d. The reception points are the school's major public space and parents are welcome to visit these at any time to:
 - i. Organise the collection of their child/children by signing them out seeking an early leavers pass
 - ii. Make appointments to see staff
 - iii. Make enquiries about school operations
 - iv. Pay accounts or complete other tasks that require the support of our administration staff or members of the leadership team.

7. 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. School administration Staff, Heads of school, Deputy Heads of School or the Teacher in charge of organising the visit will provide this advice.

The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.

8. Other visitors

- a. Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Head of school or Deputy Head of school will explain the school's policy and then request the individual to leave the school grounds.

- b. Under the Summary Offences Act 1966 [Summary Offences Act 1966](#), the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining with in the school, and also has the authority to invite or exclude people from using or being with in the school's boundaries outside school operating hours.

NB: for the purpose of this policy, visitors are all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day. SINE visitor types include visitor, CRT/volunteer/provider, sports spectator, contractor (trades) and recreation centre visitor.

9. Related Documents

[Volunteer Management Policy](#)

[Visitor Sign in Procedure](#)

[OHS Risk Management Policy](#)

[Guidelines for Parent Conduct](#)

[Child Safety Code of Conduct](#)

10. Resources

[Working with children Act 2005](#)

[Summary Offences Act 1966](#)

[Occupational Health & Safety Act 2004](#)

[Work Health & Safety Regulations 2017](#)