



# Ballarat High School

## Visitors Policy

### Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Ballarat High School.

### Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8.15am to 4.30pm Monday to Friday, including parents, contractors and other external visitors. Outside of these times, our front office is not staffed and this policy does not apply.

### Definitions

Child-related work: As defined by the Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.

### Policy

Ballarat High School 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.

Ballarat High School is not a public place. The 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 and School Philosophy, Child Safety Policy and Code of Conduct and our Promoting a Healthy, Safe and Respectful School Community policy. The Principal or delegate (inclusive of school staff) has the right to request unauthorised visitors to leave the school premises and can seek assistance from the police if required.

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

- Parents/Carers/Guardians/Kin
- 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 (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople, delivery drivers
- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### Sign in procedure

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

- Sign in/out through the Compass Kiosk which records name, check in/out date and time, person visited and WWC number.
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy
- Wear a visitor's lanyard at all times
- Follow instructions from school staff and abide by all relevant school policies relating to appropriate

conduct on school grounds including Child Safety Code of Conduct, Statement of Values and School Philosophy, Respect for School Staff, etc] as well as

- Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the office upon departure, sign out and return visitor's lanyard

Ballarat High School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

### Working with Children Check and other suitability checks

For Working with Children (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 Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Ballarat High School who are not engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Ballarat High School will require a valid WWC Clearance 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 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 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 Clearance.

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, Ballarat High School 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, Ballarat High School 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). In particular, 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:
  - 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 for the range of views held by students and their families.

### Parent visitors

We understand that there may occasionally be a reason why a parent or carer may need to speak to or see their child at school, during school hours. We request that this only be in situations where urgent contact is required.

All requests to do so must be made to the school office. Students will be called to the school office to access any messages, speak with their parent or meet with their parent. Where required and appropriate students may be collected from class by school staff for these purposes.

All parent visitors are to report to the school office and sign in. Parents are not to enter any other area of the school for these purposes.

Attendance at special school events (ie. parent teacher interviews, concerts, mothers' day stall etc) is not covered by this requirement.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains a register of prohibited visitors, including any information required to support identification. Our school office is equipped with a duress system to support effective response to any issues.

### 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.

All adult visitors should use designated visitor or staff toilets. Under no circumstances should adult visitors use student toilets, during school hours.

Special arrangements will be made to support the appropriate use of toilets by child visitors, including students from other schools or children visiting with parents. Staff facilitating the visit will communicate the arrangements for the provision of toilet facilities.

### Communication

This policy will be communicated to our school community in the following ways:

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

## Further information and resources

Ballarat High School policies:

- [Statement of Values and School Philosophy](#)
- [Child Safety policy](#)
- [Child Safety Code of Conduct](#)

Department of Education policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

## Review cycle and evaluation

Version date	August 2025
Policy date	August 2025
School council approval date	August 2025
Person responsible	Assistant Principal, Operations
Next review date	August 2027



If you need help to understand the information in this policy, please contact Ballarat High School on (03) 5338 9000 or [ballarat.hs@education.vic.gov.au](mailto:ballarat.hs@education.vic.gov.au)