



Eastern Ranges School

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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 Eastern Ranges 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 8:30am – 4:30pm and applies to all visitors including contractors, and community members. Outside of these times, our front office is not staffed and this policy does not apply. Parents/carers who are onsite for any reason other than dropping off or collecting students are also considered visitors and must behave in accordance with this policy.

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

Eastern Ranges School strives to create an open and inclusive school community. We also strive to foster strong partnerships with local community services, schools and other organisations.

Eastern Ranges 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 *Child Safe Policy, Child Safe Code of Conduct and Visitors Policy*.

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

- Parents/carers who are attending the school for any reason other than dropping off or collecting a student where they may be unaccompanied by ERS staff eg. attendance at committee meetings
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents/carers, 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.: 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 (e.g. 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

Sign in procedure

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

- Record their name, signature, photo, date, time and purpose of their visit via the iPad at the front office
- Provide proof of identification to office staff upon request
- Produce evidence of their valid Working with Children Clearance where required by this policy (see below)
- Wear a visitor's identification tag at all times
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including the Child Safety Code of Conduct 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 identification tag.

Eastern Ranges 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 Clearance

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.

It is **at the discretion of the Principal** as to whether to require a WWC Clearance for those not engaged in child-related work, noting that the Department *recommends* that visitors have a WWC Clearance if they will be ***regularly present at the school and/or children can reasonably be expected to be present.***

In some circumstances, visitors to Eastern Ranges 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, Eastern Ranges 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 must carry their WWC authorisation on them at all times whilst on the premises.

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/carer on a school tour) will not be

required to have a WWC Clearance. In these instances, the visitor will be supervised by a staff member at all times.

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.

In the event that a WWC Check has been applied for but not yet finalised, entry to Eastern Ranges School will be at the discretion of the Principal or their nominee. In these instances, the visitor will be supervised by a staff member at all times.

Invited speakers and presenters

On occasion, Eastern Ranges School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Eastern Ranges 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 the range of views held by students and their families.

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 (eg SSGs, concerts, assemblies etc), are required to sign in as a visitor at the school office.

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 and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.

Parents/carers who are onsite for the purpose of attending events including assemblies, SSGs, special functions etc. are not required to provide proof of a current WWC. In this instance, parents/carers will be accompanied by ERS staff at all times.

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 ways:

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

RELATED POLICIES AND RESOURCES

- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy
- Child Safety Code of Conduct
- Volunteers Policy

Department policies:

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

POLICY REVIEW AND APPROVAL

This policy was last updated in February 2026 and is scheduled for review in November 2028.