



LEAD & ACHIEVE

VISITORS TO MGC POLICY **(INCLUDING VOLUNTEERS POLICY)**

RATIONALE:

At Melbourne Girls' College we recognise that parents, community members and other visitors attend the College from time to time. Indeed as part of our partnerships with the broader community we encourage this community engagement at Melbourne Girls' College.

Interaction between the College and its community inevitably leads to the presence of a range of visitors. These may typically include parent and community volunteers; aerobics and rowing clubs; invited speakers; student teachers; sessional instructors; representatives of community, business and service groups; prospective parents and employees and local members of State and Commonwealth Parliaments.

Others, including employees of relevant children's services agencies, trades people, talent scouts for sporting and arts organisations, official school photographers, commercial salespeople such as booksellers and uniform suppliers may also be present from time to time over the school year.

Knowledge of all persons on the school grounds is of particular importance in the event of an emergency situation. At all times the safety and privacy of students and staff is paramount.



Help for non-English speakers:

If you need help to understand the information in this policy please contact: 9428-08955

OBJECTIVES:

The purpose of this policy is to provide a framework for visitors to the College and at the same time provide for a safe, well organised learning environment for the students as well as the staff.

It is recognised that there are potential risks associated with allowing visitors into the College. Therefore, this policy also seeks to advise visitors of their obligations as well as information concerning the key procedures to be observed when at the College.

GUIDELINES:

- Visitors will be expected to conduct themselves in a manner consistent with the College's values which include respect, honesty and cooperation.
- Parents visiting the College for the purpose of an interview with a member of staff must present to the General Office where the staff member or student will be called to the reception area.



- All other visitors are required to present themselves to the General Office where they will explain the purpose of their visit. Once permission has been granted to be on the College premises during school instruction hours, visitors will sign in using the Compass kiosk and a *Visitor Pass* will be issued. The pass must be worn at all times and returned to the General Office on departure.
- Any trades people and/or persons engaged to undertake work on College grounds must be approved by the Principal class, Business Manager or the Facilities Manager and they must wear an acceptable (identifiable) uniform or a College visitor's pass at all times. The exception to this is where a person is working in a designated and fenced off building site.

Staff members will consider the following when inviting guests to the College:

- The safety of students, staff and visitors in the event of an emergency situation at the College.
- That the visit clearly serves an educational purpose and is consistent with curriculum objectives.
- That there is a potential benefit to the College community.
- That the visit is appropriate for children or young people in the relevant age group.
- That the visit is consistent with the values of public education.
- That the requirements of the Working with Children Act 2005 in relation to paid or volunteer workers who need to have a Working with Children Check are met.
- That the protocols applying to community-based, not-for-profit groups and those applying to visitors who have a wholly or partly commercial, advertising or marketing purpose are followed.
- That the potential for a visitor to cause controversy within the College or broader community is considered in consultation with the Principal.
- That the level of disruption to the functioning of the College in relation to the potential benefits to students is considered.
- That the appropriate use of DET resources, including teachers' time is considered.
- DET policies concerning confidentiality, privacy, the photographing of students, mandatory reporting, and Children First (an organisation which promotes and protects the rights and well-being of children) are referenced.

Should staff require clarification in regard to any aspect of this policy, they seek advice from the Principal.

EVALUATION AND REVIEW

Policy last reviewed	Nov 2022
Consultation	
Approved by	Principal
Next scheduled review date	2 Years Nov 2024