If you need help to understand the information in this policy, please contact Keysborough Secondary College. Phone 03 9798 1877 Acacia Campus or 03 9546 4144 Banksia Campus or email at: keysborough.sc@education.vic.gov.au. Keysborough Secondary College is not a public place. The College Principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our College Values and Philosophy Statement, Child Safety and Wellbeing Policy, Child Safe Code of Conduct and Volunteers Policy.

From time to time, different members of the public may visit Keysborough Secondary College. Visitors may include, but are not limited to:

Parents

Volunteers

Prospective parents, students and employees

Invited speakers, sessional instructors and others addressing learning a ses/5.5-4(inops)5(m)5(d)-4(e)4(n)6(ge)]THTQD.00

heob on the College r[Ve)-7(m)4(is)-5(s)5(,)-2(.)-3(T)5

d

suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Keysborough Secondary College who are engaged in child-related work will also be required to produce a valid WWC Gearance depending on the particular circumstances of their visit, especially if they will be regularly present at the College and/ or children can reasonably be expected to be present. For example, we will require a valid WWC clearance for:

during the time they are visiting, even though direct

contact with children is not a central part of their normal duties , who will regularly be performing unsupervised work at the school during

school hours where children are present.

Further background checks, including references, may also be requested at the discretion of the College 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 Gearance.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Gearance but may be asked to verify that they are sworn officers by providing proof of identification.

- o the visit has potential benefit to the school community
- o is there the potential for a visitor to cause controversy within the school or broader community?
- weighting of the level of disruption to the functioning of the school in relation to the potential benefits to the students

0

• the safety of students, staff and visitors in the event of an emergency situation at school is ensured.

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pickups and drop offs or for specific school events (e.g., parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the College under a court order or direction of the College Principal are not permitted to visit the school. Keysborough Secondary College 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.

Both custodial and non-custodial parents of a Keysborough Secondary College student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the College shall make a good faith effort to notify the custodial parent in advance of the visit.

The College Principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforceq0.0000n57ETQ0.000008 0 f13(h)-4(o)-2-4(p)-7(e)4(rs)-6-4(e)pb1e95.5(y)reW\*nBTc3en17-4()]