



Child Safety Visitor Policy PP022

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. The College provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them

Purpose

This policy outlines how the College monitors and manages visitors to the College to ensure a child safe environment for students and staff.

Scope

This policy outlines College arrangements for visitors who attend the College when it is open for instruction during school terms between the hours of **9.00am to 3.30pm**, and when the office is staffed to monitor/receive visitors at reception (**8.30 am to 4 pm**), preferably by prior arrangement.

Definitions

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| Child-connected work: | Work authorised by the College Board or Executive Principal and performed by an adult in a college environment while children/young people are present or reasonably expected to be present. |
| Child-related work: | Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events). |

Policy

Plenty River College is not a public place. Under the Summary Offences Act 1966, the Executive Principal has the authority to permit or deny entry to College grounds and encourages all visitors to familiarise themselves with the College Philosophy, Core Values, Child Safety Policy, Child Safety Code of Conduct and Volunteers Policy and Procedures which are available publicly on [the College website](#) and/or upon request.



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

- Parents/carers/guardians
- Volunteers – see our school’s Volunteers Policy for more information
- Prospective parents, students and employees and staff or students from prospective referral schools and agencies
- Invited speakers, facilitators and others addressing learning, development and pathway need
- Persons conducting business
- Tradespeople
- Student services agencies including allied health professionals
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- NDIS therapists or other allied health or health practitioners
- DFFH Child Protection officers and/or Victoria Police

Visitor sign in procedure

All visitors to the College are required to report to Administration Office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the visitors logbook in Reception
- Produce evidence of their valid Working with Children Clearance (WWCC) where required by this policy (see below)
- Provide proof of identification to office staff upon request e.g. Driver’s Licence, WWCC, etc.
- Follow instruction from staff and abide by all relevant College policies relating to appropriate conduct on College property including our Core Values and College Philosophy, Child Safety Code of Conduct and Bullying and Harassment Prevention policy.
- Return to the Administration Office upon departure and sign out.

The College 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 clearance and other suitability checks

For Working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students, please see our Volunteers Policy.

The *Worker Screening Act 2020* (Vic) requires all people engaged in ‘child-related’ work (see definition on this policy), to hold a WWCC.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWCC. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.



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The Executive Principal will determine whether a WWCC is required for those not engaged in child-related work. In general, we ask that visitors have a WWCC if they will be **regularly present** at the school at times when students can reasonably be expected to be present.

In some circumstances, visitors who are **not** engaged in child-related work will also be required to produce a valid WWCC depending on the particular circumstances of their visit. For example, the College will require a valid WWCC for:

- visitors who will be **working regularly** with students 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 College during school hours or any other time where students are present. Further background checks, including references, may also be requested at the discretion of the Executive Principal.

Visitors who will be working in areas away from students (e.g. a visiting assessor or auditor who will be located in the office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a prospective parent on a school tour, those providing professional services like accounting, legal or financial) will not be required to have a WWC Clearance.

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

Parent/carer visitors

The College request parents to avoid arranging to visit their child at College wherever possible, as this can cause inappropriate disruptions to the school day. If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents/carers call Reception to make the request to speak to or see their child during school hours.

All parents/carers who visit the College during school hours, other than for the purposes of school pick-ups and drop offs or for specific events (e.g. parent-student-teacher interviews/meetings, graduations, assemblies etc), are required to sign in as a visitor at Reception.

Parents/carers who are prohibited from entering the school under a court order or direction of the Executive Principal are not permitted to visit the College. The College maintains and provides reception and administration 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.

Other visitors

All business operators, tradespeople and other visitors attending the College to conduct work must report to Reception upon arrival for instruction and follow the sign in procedure outlined above.

Communication

1. This policy will be communicated to the College community through the College website.



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2. Parents and students will be notified of this policy at the time of enrolment in the College, in the Student and Parent/Guardian Handbook, and in the College newsletter.
3. College staff will be informed about this policy:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers); and
 - training programs and professional learning activities.
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6. Related Policies and Legislation

| Related Policies |
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| <ul style="list-style-type: none">• Child Safety• Child Safety Code of Conduct• Child Safety Risk Register• Duty of Care• Volunteers Policy and Procedures PP0004 |
| Relevant Legislation |
| <ul style="list-style-type: none">• Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and boarding premises• Child Safe Standard 9 – Child Safety in Physical and Online Environments |



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| Next Review Due: | 17/11/2026 | | |
| Department: Compliance and Governance | | School Standards: STD-Care,Safety and Welfare of Students | |
| | | RTO Standards: Guideline 6 – Child Safe Standards | |

Revision Record:

| Date | Version | Revision description |
|------------|------------|---|
| 17/11/2025 | V2025.1 | Initial Policy |
| | V02026.1.1 | Minor edits. Added a section on how to manage parents/carers with intervention order |
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