

# Visitors Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053.

## PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors that attend any of the four sites used by Travancore School.

## SCOPE

This policy applies to any visitors who may attend spaces used by Travancore School when student programs are taking place. For the purposes of this policy, visitors do not include staff of Royal Children Hospital or Parkville Youth Mental Health and Wellbeing Service (PYMHWS) who work collaboratively with the school. At all other times, visitors must abide by the requirements of the site operators (RCH, OYH, Brimbank Youth Services).

## DEFINITIONS

*Child-related work:* As defined by the *Working with Children Act 2005* (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 contact with children that is incidental to the work.

## Travancore school sites:

Any site that is used by Travancore School for direct student work, including the following:

- *RCH Mental Health Travancore located at 50 Flemington St, Travancore 3032*
- *Parkville Youth Mental Health and Wellbeing Service located at 35 Poplar Road, Parkville 3052.*
- *Banksia Ward located at the Royal Children's Hospital Melbourne, 50 Flemington Road Parkville 3052.*
- *Parkville Youth Mental Health and Wellbeing Service located at Visy Cares Hub, 80B Harvester Road, Sunshine 3020*



## **POLICY**

Travancore 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 strive to foster strong partnerships with student treating health practitioners and any other agencies involved in the care and support of our students. We also acknowledge the need for students to have calm and safe learning spaces with limited interruptions.

Travancore School operates on sites that are not public places. The site managers have the authority to permit or deny entry to each site. The principal also has the authority to permit or deny access to specific student learning spaces during program time and encourages all visitors to familiarise themselves with our school's *Values, Child Safe Policy, Statement of Commitment to Child Safety*,

From time to time, different members of the public may visit our school. Visitor contact should be limited to activities that enhance the learning program. In most cases visitors wanting to view the school should attend outside program times. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Tradespeople
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education staff (including CRTs, allied health staff) or contractors

Visits from those other than parents/carers must be prearranged with the Travancore staff member who organises the visit. Parent/carers intending to collect their child prior to the end of a learning session should be encouraged to call ahead through the school office or program contact number.

This policy does not cover people on visits arranged and conducted by RCH or OYH staff.

### **Sign in procedures for Travancore School Program Visits**

*Site 1: Travancore*

*The following sign in procedures relate to the teaching and learning program operated by Travancore School out of the RCH MH Travancore site located at, 50 Flemington St Travancore, 3032.*



All visitors to site 1 are required to present to RCH MH reception. The school contact person for their visit will be called to reception to escort them to the appropriate learning space and escort them back to reception at the conclusion of their visit. A Travancore School visitor lanyard will be provided.

#### *Site 2: Parkville.*

*The following sign in procedures relate to the teaching and learning program operated by Travancore School out of the Parkville Youth Mental Health and Wellbeing Service (PYMHWS) located at 35 Poplar Road, Parkville 3052.*

All visitors to site 2 are required to meet the Teacher in Charge at OYH reception. They will be asked to sign the visitor book located at the concierge desk. Visitors will be escorted to the classroom and back to reception at the conclusion of their visit by the Teacher in Charge. A Travancore School visitor lanyard will be provided.

#### *Site 3: Banksia*

*The following sign in procedures relate to the teaching and learning program operated by Travancore School out of the Banksia Ward located at the Royal Children's Hospital Melbourne, 50 Flemington Road Parkville 3052*

All visitors to site 3 are required to meet the Teacher in Charge at RCH reception on the ground floor and be escorted to the classroom. A Travancore School visitor lanyard will be provided. Relief teachers working in the Banksia classroom will be issued with a temporary RCH swipe card to enable access to the office and classroom. This swipe is to be signed in and out with the teacher in charge.

#### *Site 4: Sunshine*

*The following sign in procedures relate to the teaching and learning program operated by Travancore School out of the Visy Cares Hub located at 80B Harvester Road, Sunshine 3020.*

All visitors to site 4 are required to meet the Teacher in Charge at reception on the ground floor to be escorted to the classroom and back to reception at the conclusion of their visit. A Travancore School visitor lanyard will be provided.

### **Working with Children Clearance and other suitability checks**

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check. 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 Travancore School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit.

- **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 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, Travancore School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Travancore 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.

### **Other visitors**

All business operators, tradespeople and other visitors attending the school to conduct work must report to the appropriate reception desk upon arrival for instruction and follow the 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
- Included in our staff handbook/manual

## RELATED POLICIES AND RESOURCES

Child Safety Policy

Working with Children Check Policy

Statement of Values and School Philosophy

Volunteers Policy

Child Safety Code of Conduct

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Consultation	School Council
Approved by	Principal
Next scheduled review date	June 2027