

MELBOURNE HIGH SCHOOL

VISITORS POLICY

Help for nonEnglish speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or aths@mhs.vic.edu.au

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Melbourne High School

- x Public officials (e.g. Members of Parliament, local councillors)
- x Persons conducting business, e.g. uniform suppliers, booksellers, official school photographers, commercial salespeople
- x Tradespeople
- x Children's services agencies
- x Department of Families, Fairness and Housing
- x Victoria Police
- x Persons authorised to enter school premises, e.g., Worksafe inspectors, health officers etc)
- x Other Department of Education and Training staff (including allied health staff)
- x NDIS therapists or other allied health or health practitioners

Sign in procedure for all visitors, o

- x 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
- x 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 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

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All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop off