VISITOR POLICY

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Campus Lead for day-to-day implementation
Date adopted	September 2024 (reviewed October 2026)
Review cycle	Every two years
Next review	October 2028
Regulatory context	Ministerial Order No. 1359 (clauses 6, 10, 13); Worker Screening Act 2020 (Vic); Education and Training Reform Act 2006 (Vic)

1. Purpose

To provide a safe and secure learning and teaching environment for young people and Guides by establishing processes to monitor and manage visitors to Global Village Learning.

2. Scope

This Policy outlines the school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 8:00am and 5:00pm, and when the school is open to monitor and receive visitors, including parents, contractors and volunteers. Outside of these times, Guides are not on site and this Policy does not apply.

3. Definitions

Child-related work: as defined by the Worker Screening Act 2020 (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 direct contact with children that is incidental to the work.

4. Policy

Global Village Learning strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their young person's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations. Global Village Learning is not a public place. The leadership team has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with the school's Child Safety and Wellbeing Policy, Child Safety Code of Conduct, and Volunteer Policy.

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

- parents
- volunteers, in accordance with the Volunteer Policy
- prospective parents, young people and employees
- invited speakers, sessional instructors and others addressing learning and development
- public officials (for example, Members of Parliament, local councillors)
- persons conducting business (for example, uniform suppliers, booksellers, official school photographers, commercial salespeople)

- tradespeople
- children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- persons authorised to enter school premises (for example, WorkSafe inspectors, health officers)
- allied health staff or contractors
- NDIS therapists or other allied health or health practitioners.

5. Sign-in procedure

All visitors to Global Village Learning are required to complete the online Volunteers and Visitors registration form. Visitors must:

- record their name, signature, date and time of visit and purpose of visit in the form
- upload evidence of their valid Working with Children Clearance where required by this Policy (see section 6)
- follow instruction from Guides and abide by all relevant school policies relating to appropriate conduct on school grounds, including the Child Safety Code of Conduct
- sign out of the Volunteers and Visitors Registration form on departure.

Global Village Learning will ensure that the Child Safety Code of Conduct is available and visible to visitors when they sign in.

6. Working with Children clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents, carers and other volunteers working with young people, please see the Volunteer Policy.

All visitors who are engaged in child-related work (see definition above) must have a valid WWC Clearance. 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 Global Village Learning who are not engaged in child-related work will also be required to produce a valid WWC Clearance depending on the circumstances of their visit. For example, Global Village Learning may require a valid WWC Clearance for visitors (for example, contractors) who will regularly be performing unsupervised work at the school during school hours or any other time where young people are present. Further background checks, including references, may also be requested at the discretion of the Executive Director.

Visitors who will be working in areas away from young people (for example, a visiting auditor who will be located in the front office with administration Guides) or who will be supervised and accompanied by a Guide during their visit (for example, 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.

7. Invited speakers and presenters

On occasion, Global Village Learning may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our young people. Consistent with child protection requirements, Global Village Learning will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our young people and is consistent with curriculum objectives

- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education at Global Village Learning is consistent with the values of the school, Board policies and the Education and Training Reform Act 2006 (Vic).

8. Parent visitors

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

Parents or carers who are prohibited from entering the school under a court order or direction of the Executive Director are not permitted to visit the school. The school notes access restrictions on Compass, the young person management system.

9. Other visitors

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

10. Communication

This Policy is communicated to the school community in the following ways:

- available publicly on the school website
- included in induction processes for relevant Guides
- included in the Guide handbook
- discussed in an annual Guide briefing or meeting
- made available in hard copy from school administration upon request.

11. Related policies

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Volunteer Policy
- Supervision and Duty of Care Policy
- Procurement Policy.

Endorsement

Endorsement by Board	28 October 2026
Review date	October 2026
Next review date	October 2028