



# VIC-EDU-P-056 Visitor Procedure

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## 1. Purpose

The purpose of this procedure is to outline the measures MacKillop Education has in place to effectively screen, manage and supervise all visitors.

## 2. Scope

This procedure is applicable to all visitors entering the school grounds on days from 8.30am - 4.00pm when the school is operating.

## 3. Background

MacKillop Education is committed to child safety and all protocols, policies and procedures support this commitment. The principal has the authority to permit or deny entry to school grounds.

Permission is granted after due consideration has been given to:

- The safety of students and staff
- Potential risks posed by visitors
- Purpose and educational merit
- Legal and policy considerations

### Allied Health Professionals

Requests from parents/guardians/carers (referred to as 'guardians') and/or allied health professionals for the provision of services to students on-site must be made to the principal or their delegate. These requests will be considered based on the resources available to accommodate the visit. If approved, the allied professional must present written consent for the visit/s by the guardian which will be stored on the student's file.

### Definitions

Visitor	All individuals not employed by the school, who are entering the school grounds on school days between 8.30am and 4.00pm when the school is operating.  Excludes –parents/guardians/carers, and individuals having brief interactions with the school office. E.g., courier.
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## 4. Procedure

### Pre-visit

- Where possible, visitors should notify the Office Manager, Principal or other staff member they wish to meet with, of their intention to visit the Campus.

- If the visit is prearranged the staff member arranging the visit should ask the visitor to bring their Working With Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration, if this is required as outlined in the *VIC-EDU-P-032 Working With Children Check Policy*.

### On entry

- Visitors must report to the front Office on arrival.
- Visitors must sign in using the MacKillop Education Sine Pro system and acknowledge the emergency management procedures and agree to the child safety requirements.
- If required as described in the *VIC-EDU-P-032 Working With Children Check Policy*, the visitor must present their WWCC identification or VIT number.
  - The Office Manager or other staff member must verify the WWCC or VIT.
- Visitors will be issued with a visitor lanyard.
- Visitors will be provided with a site induction as appropriate to the nature and purpose of their visit

### While on site

- When children are on site, visitors must be supervised by a staff member at all times, with the following exceptions:
  - Casual relief teachers engaged by the school through an approved agency.
  - Allied health professionals providing client services who must have line of sight supervision by MacKillop Education staff.

### End of visit

- Sign out using the MacKillop Education Sine Pro system.
- Return the lanyard and any other school property.

## 5. Related legislation, policy, guidelines and resources

- NDIS/External Providers: Guidelines for Schools. CECV Catholic Education Commission of Victoria
- VIC-EDU-P-001 Child Safety and Wellbeing Policy
- VIC-EDU-P-042 Working With Children Check Policy
- VIC-EDU-P-050 Duty of Care Policy

## 6. Approval and Review Details

This policy will be communicated to the MacKillop Education school community and will be published on the MacKillop Education website.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	12 December 2023
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	October 2026
Version	1