

VISITORS POLICY



Need an English interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.



Need an Auslan interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Monash Children's Hospital School.

SCOPE

This policy applies to any visitors who may attend the school when it is open for instruction between the hours of 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors.

The school is situated within Monash Children's Hospital and visitors are directed to the main reception in the foyer area of the hospital on the ground level.

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.

POLICY

Monash Children's Hospital 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 also



strive to foster strong partnerships within the hospital, with other community services, schools and other education and health organisations and agencies.

The principal has the authority to permit or deny entry to the school area but would do this in consultation with key leaders from Monash Children's Hospital. The school encourages all visitors to familiarise themselves with the school's *Statement of Values and School Philosophy*, *Child Safe Standards Policy* and *Statement of Commitment to Child Safety*. These are available on the school website or at the sign in desk in the school area.

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

- Parents
- Prospective parents, students and employees
- Monash Health and Early in Life Mental Health Services colleagues
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople – organised through Monash Health Engineering
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Sign in procedure

All visitors to Monash Children's Hospital School are required to report to the school area on Level 2. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in [include details, i.e. visitors book, computer system, etc]
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)



- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including. eg: Child Safety Code of Conduct, Sexual Harassment Policy, Bullying Policy, Respect for School Staff, Statement of Values and School Philosophy etc]
- Return to the office upon departure and sign out.

Monash Children's Hospital School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy [see [Volunteers Policy template](#)].

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 Monash Children's Hospital 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. For example, Monash Children's Hospital School will require a valid WWC Check for:

- **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 (e.g. contractors)**, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children. Further background checks, including references, may also be requested at the discretion of the principal or on behalf of Monash Health.

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 Check.

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, Monash Children's Hospital School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Monash Children's Hospital 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 school office upon arrival for instruction and follow the sign in procedure outlined above. These contractors will be organised through Monash Health and would have been through the Monash Health contractor's procedures and processes.

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
- Discussed in an annual staff briefing / meeting
- Made available in hard copy from school administration upon request



RELATED POLICIES AND RESOURCES

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 th June 2025
Consultation	Consultation with school council in August 2025
Approved by	Principal
Next scheduled review date	June 2027 The mandatory minimum review cycle for this policy is 2 years

