

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Visitor Registration Policy

Date of last review:	2025
Review cycle:	3 yearly
Review and approval responsibility:	Executive
Category:	Risk Management
VRQA required:	Yes
Locations:	O:Drive, LowtherLink, Website



VISITOR REGISTRATION POLICY

1. DEFINITIONS

Staff member

A person employed by Lowther Hall

Parent/caregiver

A Lowther Hall student's mother/father or guardian or person who cares for a Lowther Hall student.

Contractor

A person or firm that undertakes a contract to provide materials or labour to perform a service or to do a job for Lowther Hall.

Volunteer

A person freely offering to do something or participate in an activity for Lowther Hall who is not being paid for their work.

Visitor

Someone attending the School site who is not a current student or staff member.

Visitor type 1

A person who is visiting someone or somewhere at Lowther Hall who will not have contact with students.

Visitor type 2

A person who is visiting someone or somewhere at Lowther Hall who will have direct contact with students.

2. PURPOSE OF POLICY

The purposes of this policy are:

- promote a child safe environment
- assist to provide a safe workplace for staff
- to set out the guidelines and requirements for visitors to Lowther Hall
- to ensure that the School complies with the Mandatory Vaccination Directions (Specified Facilities)

3. SCOPE AND APPLICATION

This policy applies to all visitors to Lowther Hall. Specifically:

- parents
- contractors, including casual relief teachers, OSHC suppliers, IT personnel, NDIS providers and auditors, (but does not include delivery personnel);
- allied health personnel;
- staff of any other entity who attend the School for the purpose of auditing, inspecting, advising, etc.
- volunteers (including parent helpers); and
- teacher candidates on placements at an education facility

4. LEGISLATIVE AND REGULATORY CONTEXT

Lowther Hall has an obligation to ensure that the environment is safe for children and to uphold Child Safe Standards. The regulation of individuals on the school premises and clear processes for ensuring that any individual visiting the site who has direct contact with children has the appropriate checks and is of sound character can assist the School to fulfil this obligation.

The School must also ensure a safe environment for staff and comply with relevant OH&S legislation. Management of visitors to the site assists to ensure such safety.

Victorian Government Acts

- Child Wellbeing and Safety Act 2005 (Vic) (the Act).
- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
- Child Wellbeing and Safety Amendment (Child Safe Standards Compliance and Enforcement) Amendment Act 2021 (Vic)

Other regulatory instruments and reports

- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards 2021.
- Ministerial Order 1359 July 2022 (Vic) – Managing the Risk of Child Abuse in Schools and Boarding Premises.
- Betrayal of Trust Report 2014 (Vic)
- National Principles for Child Safe Organisation, Australian Human Rights Commission, 2018 and adopted by the Council of Australian Governments in February 2019.

5. AIMS OF THE POLICY

5.1 The general aims of this policy are as follows:

- To protect students in the care of Lowther Hall Anglican Grammar School from abuse.
- To create and maintain a culture of child protection within the School and its community.

6. RESPONSIBILITIES

6.1 Responsibilities of the Executive Team

- Oversee implementation of this policy
- Communicate this policy
- Manage non-compliance with the policy

6.2 Responsibilities of the Receptionists and the Facilities Manager

- Implement policy
- Ensure Type 1 visitors are handed over to a Lowther Hall staff member and that the staff member understands that they are a Type 1 visitor.

6.3 Responsibilities of all staff

- Be aware of the policy and their role in implementing it
- Supervise any Type 1 visitors for whom they are responsible

6.4 Responsibilities of visitors

- Comply with requirements of the policy

7. DIFFERENT TYPES OF VISITORS & CHECK IN

7.1 Parents and caregivers

Parents/caregivers may need to sign in, depending on the nature of their visit.

7.1.1 Parents/caregivers of Blinkbonnie House students who are signing students in or out, will do so in the vestibule of Blinkbonnie House.

7.1.2 Parents who are acting as volunteers and/or having direct contact with children other than their own, will be required to check in via the process set out in Appendix 2. This will involve:

- Entering details in Passtab via QR code or iPad to verify Working With Children registration
- Having a visitor's pass issued

7.2 Visitors (Visitor type 2) (other than parents) who will have contact with children will be required to check in via the process set out in Appendix 2. This will involve:

- Entering details in Passtab via QR code or iPad to verify Working With Children registration
- Having a visitor's pass issued

Visitors (Visitor type 1) (other than parents) who will NOT have contact with children will be required to check in via the process set out in Appendix 2. This will involve:

- Entering details in Passtab via QR code or iPad (no Working With Children registration required)
- Having vaccination (or medical exemption) sighted
- Having a visitor's pass issued
- These individuals MUST be escorted and directly supervised by a member of school staff AT ALL TIMES.

8. REFUSING ENTRY TO A VISITOR

In the event that a visitor is unable to comply with requirements for entry to the site, they will be refused entry to the site and asked to leave.

9. REMOVING A VISITOR FROM THE PREMISES

In the event that a visitor refuses to leave the premises in accordance with Section 7, they will be escorted from the premises by a member of the Principal's Advisory Committee.

10. PRIVACY

The School seeks to respect privacy of visitors, through the careful management of personal information. This is achieved through the application of the School's Privacy Policy and associated procedures.

Information collected through the visitor registration process will be managed as follows:

- No vaccination information is held by the School.
- Information held in Passtab will be held by Passtab (which complies with Australian Privacy Principles) and by the School.

11. COMMUNICATION OF THE POLICY AND PROCEDURES

The School will communicate the visitor registration policy via:

- To visitors through signage
- Via the School's website
- To staff via the annual "Policy of the Week" email
- To parents via handbooks or the circular process and the parent portal "LowtherLink"

11. RELATED POLICIES AND DOCUMENTS

- Complaints Resolution Policy (parents, caregivers and community members)
- Privacy Policy
- Working With Children Check Policy

1

- Visitor signs in at Reception

APPENDIX 2

1

- Visitor reports to main reception or Facilities Manager

2

- Complete Passtab registration via iPad or QR code

3

- Passtab verifies Working with Children or Victorian Institute of Teaching registration

4

- Visitor label printed OR
- Note made that visitor was asked to leave