

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Visitor Registration Policy

Date of last review:

Review cycle:

Review and approval responsibility:

Category:

VRQA required:

Locations:

2021

3 yearly

Executive

Risk Management

Yes

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)
- limit the spread of COVID-19

3. SCOPE AND APPLICATION

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

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

4. LEGISLATIVE AND REGULATORY CONTEXT

Lowther Hall is required to abide by the COVID-19 Mandatory Vaccination Directions (Specified Facilities) issued by the Chief Health Officer

The School also 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.

The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases.

5. RESPONSIBILITIES

5.1 Responsibilities of the Executive Team

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

5.2 Responsibilities of the Receptionists and the Facilities Manager

- Implement policy
- Ensure proof of vaccination is sighted and that this is recorded
- 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.

5.3 Responsibilities of all staff

- Be aware of the policy and their role in implementing it
- Ensure COVID-19 marshals are appointed to be checking proof of vaccination for any event for which they are responsible
- Supervise any Type 1 visitors for whom they are responsible

5.4 Responsibilities of visitors

- Comply with requirements of the policy

6. DIFFERENT TYPES OF VISITORS & CHECK IN

6.1 Parents and caregivers

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

6.1.1 Parents/caregivers of Blinkbonnie House students who are signing students in or out, will do so in the vestibule of Blinkbonnie House and via the process set out in Appendix 1.

6.1.2 Parents/caregivers dropping off or picking up students without entering buildings are not required to provide proof of vaccination or to check in.

6.1.3 Parents entering a building for any reason (including pick up and drop off either to school or to OSHclub) will be required to check in via the process set out in Appendix 2. They will check in using the Vic Services QR code and proof of vaccination will need to be sighted.

- 6.1.4 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 3. This will involve:
- Entering details in Passtab via QR code or iPad to verify Working With Children registration
 - Check in via the Vic Services QR code for the purposes of contact tracing
 - Having vaccination (or medical exemption) sighted
 - Having a visitor's pass issued
- 6.2 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 3. This will involve:
- Entering details in Passtab via QR code or iPad to verify Working With Children registration
 - Check in via the Vic Services QR code for the purposes of contact tracing
 - Having vaccination (or medical exemption) sighted
 - Having a visitor's pass issued
- 6.3 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 3. This will involve:
- Entering details in Passtab via QR code or iPad (no Working With Children check required)
 - Check in via the Vic Services QR code for the purposes of contact tracing
 - 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

7. 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.

8. 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.

9. 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.

10. 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
- Privacy Policy

APPENDIX 1

1

- Visitor checks in at point of entry (Blinkbonnie House vestibule) via Services Victoria QR code

APPENDIX 2

1

- Visitor checks in at point of entry via Services Victoria QR code

2

- COVID-19 Marshall sights and verifies vaccination status or medical exemption

3

- If vaccination/medical exemption is valid, visitor enters building.
- If not valid, visitor is asked to leave premises

APPENDIX 3

1	<ul style="list-style-type: none">• Visitor reports to main reception or Facilities Manager
2	<ul style="list-style-type: none">• Complete Passtab registration via iPad or QR code
3	<ul style="list-style-type: none">• Check in via Services Victoria QR code
4	<ul style="list-style-type: none">• Receptionist or Facilities Manager sights and verifies vaccination status or medical exemption
5	<ul style="list-style-type: none">• If vaccination/medical exemption is valid, Receptionist or Facilities Manager records it has been sighted in Passtab.
6	<ul style="list-style-type: none">• Visitor label printed OR• Note made that visitor was asked to leave