

## Visitor and Volunteer Policy

### Purpose:

This policy outlines the processes and requirements for visitors and volunteers at Advance College to ensure the safety, wellbeing and supervision of all students. It aligns with the Victorian Registration and Qualifications Authority (VRQA) Minimum Standards and reflects the expectations of Independent Schools Victoria (ISV).

### Scope:

This policy applies to:

- All visitors to the Advance College, including contractors, consultants and service providers
- All volunteers, including parents, carers, community members and student teachers
- All Advance College campuses and activities, including excursions, camps and events

### Policy Statement:

The School is committed to providing a safe and supportive environment for students. All visitors and volunteers must comply with this policy, the Advance College Child Safety and Wellbeing Policy, and the Child Safe Standards.

Visitors and volunteers are expected to:

- Support Advance College's educational purpose and values
- Act in a manner consistent with professional boundaries
- Follow all reasonable directions given by Advance College staff

### Definitions:

Visitor: Any person who is not an Advance College staff member or enrolled Advance College student and enters the School premises during school hours or attends a School activity.

Volunteer: Any person who provides services to Advance College without payment, including parents/carers assisting in classrooms, excursions or events.

### Legal and Regulatory Framework:

This policy is informed by:

Education and Training Reform Act 2006 (Vic)

VRQA Minimum Standards for School Registration

Child Safe Standards (Vic)

Working with Children Act 2005 (Vic)

Independent Schools Victoria (ISV) guidance and good practice advice

### Visitor Requirements:

Sign-in and Identification:

All visitors must:

- Report to reception on arrival
- Sign in using the visitor sign in register
- Wear a visitor identification badge at all times while on School premises
- Sign out upon departure

**Supervision and Access:**

- Visitors are not permitted to be alone with students unless authorised by the Principal or delegate
- Access to classrooms and student areas is permitted only with staff approval
- Visitors must remain in approved areas of the School

**Contractors and Service Providers:**

- Contractors must comply with all School safety and child safety requirements
- Where required, contractors must hold a valid Working with Children Check (WWCC) or be supervised at all times

**Volunteer Requirements:**

**Approval and Induction:**

All volunteers must:

- Be approved by the Principal or delegate prior to commencing
- Complete a volunteer induction, including child safety expectations
- Acknowledge the Advance College Child Safety Code of Conduct

**Working with Children Check (WWCC):**

- All volunteers must hold a current and valid WWCC (Volunteer category)
- WWCC details will be recorded and monitored by the School
- Volunteers must immediately notify the School of any change to their WWCC status

**Roles and Supervision:**

- Volunteers support, but do not replace, the professional responsibilities of teachers and staff
- Volunteers must work under the direction and supervision of a staff member
- Volunteers are not permitted to discipline students or manage behaviour independently

**Child Safety and Professional Boundaries:**

- Visitors and volunteers must comply with the School's Child Safety policies and procedures
- Physical contact with students must be appropriate and reasonable
- One-to-one interactions with students must be avoided unless authorised and visible
- Any concerns regarding child safety must be reported immediately to the Principal or delegate.

**Confidentiality and Privacy:**

- Visitors and volunteers may have access to sensitive information and must:
- Maintain confidentiality at all times
- Not discuss student, staff or family information outside the School
- Comply with privacy and data protection requirements

**Non-Compliance:**

- Failure to comply with this policy may result in:
- Removal from School premises
- Termination of volunteer involvement
- Further action in line with School procedures or legal requirements

**Communication**

- Made available to staff, visitors and volunteers
- Published on the School website where appropriate
- Reviewed during induction and training processes

**Review and Evaluation:**

The School will review this policy:

Every two years, or earlier if required due to legislative or regulatory changes.

The Principal is responsible for ensuring this policy is implemented and maintained

**Approval:**

<b>Policy last reviewed</b>	22 <sup>nd</sup> April 2026
<b>Consultation</b>	College Board 22 <sup>nd</sup> April 2026
<b>Approved by</b>	College Board and (Principal)
<b>Next review date</b>	21 <sup>st</sup> April 2028