



ELTHAM HIGH SCHOOL

Visitors Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Eltham High School.

INTRODUCTION

This policy outlines requirements for visitors to the school.

PHILOSOPHY

Eltham High 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 with local community services, schools and other organisations.

This policy aims to provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Eltham High School.

POLICY STATEMENT

Eltham High School is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's Statement of Values and School Philosophy, for students attending training for extra curricula activities before school commencing 7.00 am and after school until

5.30 pm.

Outside of these times, when our front office is not staffed, the only visitors who are permitted on school grounds are:

- parents/carers or their delegates who are dropping off or picking up students
- parents/carers or their delegates who are attending school events such as parent/teacher interviews,

- 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
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Invited speakers and presenters

On occasion, Eltham High School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Eltham High 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
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RELATED POLICIES

School policies – available at <https://www.elthamhs.vic.edu.au/policies-child-safety/> :

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety and Wellbeing policy
- Child Safety Code of Conduct

Department policies:

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

REVIEW

This policy should be reviewed every 2 years.

Date Endorsed: 15 May 2024

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

Policy last reviewed	15 May 2024
Consultation	P&PR & School Council
Approved by	Principal
Next scheduled review date	

