

Policy:	Protocols for visitors to Tomorrow Today property	Last updated:	NEW
Category:	Human Resources	Status:	Approved
Purpose:	To provide a safe and secure environment for program participants and their families by establishing processes to monitor and manage visitors to Tomorrow Today.	Approved by:	Board
		Endorsement Date:	15.7.2022
Definitions:	<i>Child-related work:</i> As defined by the <i>Working with Children Act 2005 (Vic)</i> , 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.	Review Date:	July 2024

VISITORS POLICY

SCOPE

This policy applies to any visitors who may attend Tomorrow Today’s property at 66 Nunn Street, Benalla when the office in Shop 10 is staffed to monitor/receive visitors at reception. The policy also refers to facilities operated by Tomorrow Today. Outside of these times, our office in Shop 10 is not staffed and the only visitors who are permitted to enter property occupied by Tomorrow Today are:

- Parents/carers or their delegates who are dropping off or picking up participants in programs such as Great Start to Work or Connect 9, Full Impact Squad; *or*
- Community and other groups who have booked venue hire

POLICY

Tomorrow Today strives to create an open and inclusive environment and encourages parents, carers and the wider community to be actively involved in its activities. However, Tomorrow Today is not a public place. The Executive Officer has the authority to permit or deny entry to the Tomorrow Today premises and encourages all visitors to familiarise themselves with our policies relating to child safety. From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our Volunteers Code of Conduct for more information
- Prospective parents, program participants and employees

- Invited speakers, attendees, instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Tradespeople
- Children’s services agencies
- Department of Education and Training workers
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter our premises (eg Worksafe inspectors, health officers etc)
- NDIS therapists or other allied health or health practitioners

Sign-in procedure

All visitors to Tomorrow Today are required to report to the reception in Shop 10 on arrival (see exceptions below in relation to parents/carers). Visitors must

- Record their name, signature, date and time of visit and purpose of visit in a sign-in book located in reception at Shop 10.
- Provide proof of identification to office staff upon request for colour photocopying
- Produce their valid Working with Children Check for colour photocopying where required by this policy (see below)
- Always wear a visitor’s sticker/identification
- Follow instruction from staff and abide by all relevant policies relating to appropriate conduct on school grounds including
- Return to reception at Shop 10 upon departure, sign out and return visitor’s lanyard.

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

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check. In some circumstances, visitors to Tomorrow Today who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the circumstances of their visit. For example, Tomorrow Today requires a valid WWC Check for:

- **Visitors who will be working 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 Tomorrow Today 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 Executive Officer .

Visitors who will be working in areas away from program participants (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,) are not 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.

NOTE: For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers please see our Code of Conduct - Volunteers.

Invited speakers and presenters

On occasion, Tomorrow Today may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our participants. Consistent with National and Victorian Child Safe Standards, Tomorrow Today will ensure that the content of presentations and programs by external providers contributes to the development of our participants and is consistent with the purpose of Tomorrow Today.

Other visitors

All business operators, tradespeople and other visitors attending Tomorrow Today to conduct work must report to reception in Shop 10 upon arrival for instruction and follow the sign in procedure outlined above.

Related Documents

Child Safety Code of Practice
Child Safe Policy and Procedure
Privacy Policy
Code of Conduct – Staff
Code of Conduct -- Volunteers
Prevention of Discrimination Policy
Diversity and Inclusion Policy

References

www.education.vic.gov.au
Greater Shepparton Secondary College Visitors Policy
National Child Safe Standards 2022
Victorian Child Safe Standards 2022
Privacy and Data Protection Act 2014 (Vic)
Working with Children Act 2005 (Vic)