





Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)  
Other Department of Education staff (including allied health staff) or contractors

All visitors to Mount Waverley Secondary College are required to report to the General Office 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 Compass.

Provide proof of identification to office staff upon request

Produce evidence of their valid Working with Children Clearance where required by this policy (see below)

Wear a visitor's name tag at all times

Follow instruction from college staff and abide by all relevant college policies relating to appropriate conduct on college grounds including Child Safety Code of Conduct, Respect for School Staff and Statement of Values and School Philosophy as well as Department policies such as the [Sexual Harassment Policy](#) and [Workplace Bullying Policy](#)





This policy will be communicated to our school community in the following ways.

- Available publicly on our college's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

- Statement of Values and School Philosophy
- Volunteers Policy
- Child Safety Code of Conduct]
- Child Safety Standards

Department policies:

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

Policy last reviewed	October 2023
Consultation	College Council and Education Sub Committee – October 2023
Approved by	College Principal
Next scheduled review date	October 2025