Yalingbu Yirramboi – The Royal Children's Hospital School

Visitors Policy

If you need help to understand the information in this policy, please contact (03) 9968 2500.

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Yalingbu Yirramboi – The Royal Children's Hospital School.

SCOPE

This policy outlines our school's arrangements for visitors who attend school classrooms spaces during timetabled class times including parents/caregivers. Outside of timetables class times, our classrooms spaces are not staffed, and this policy does not apply.

Access to the Royal Children's Hospital wards is not overseen by the school and is managed under Royal Children's Hospital visitor guidelines and is not covered by this policy.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), 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 direct contact with children that is incidental to the work.

POLICY

The Yalingbu Yirramboi – The Royal Children's Hospital School strives to create an open and inclusive school community and encourages parents and caregivers 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.

The Yalingbu Yirramboi – The Royal Children's Hospital School is not a public place. The principal has the authority to permit or deny entry to school classrooms spaces during timetables class times and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, and Volunteers Policy.*

From time to time, different members of the public may visit our school classrooms. Visitors may include, but are not limited to:

- Parents/caregivers
- Volunteers – see our school's Volunteers Policy for more information
- Base school staff
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Tradespeople (managed by Royal Children's Hospital)
- Victoria Police
- Persons authorised to enter school premises (e.g. WorkSafe inspectors, health officers etc)
- Other Department of Education staff
- Other Royal Children's Hospital staff

All contractors (including tradespersons) are managed by the Royal Children's Hospital and are not allowed access to the classrooms while the students are present.

Sign in procedure

All visitors to the Yalingbu Yirramboi – The Royal Children's Hospital School classroom spaces are required to be swiped into the classroom spaces by a member of staff on arrival (see exceptions below in relation to parents/caregivers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the Yalingbu Yirramboi – The Royal Children's Hospital School visitors log located on a sign in tablet at the entrance of Tenancy 2, 48 Flemington Road main school office.
- Yalingbu Yirramboi – The Royal Children's Hospital School will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they enter the classroom spaces.

Working with Children Clearance and other suitability checks

For Working with Children (WWC) Check and other suitability check requirements relating to parents/caregivers and other volunteers working with students please see our Volunteers Policy.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance or present a valid registration with the Victorian Institute of Teaching. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

Any visitors that require access to the classroom spaces, such as tradespersons, will only have access when there are no students present, with the supervision of a staff member employed by Yalingbu Yirramboi – The Royal Children's Hospital School.

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.

Invited speakers and presenters

On occasion, the Yalingbu Yirramboi – The Royal Children's Hospital School may invite external speakers or providers for curriculum delivery/instructional practice incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, the Yalingbu Yirramboi – The Royal Children's Hospital 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
    - The rule of law
    - Equal rights for all before the law
    - Freedom of religion, speech and association
    - The values of openness and tolerance
    - Respect for the range of views held by students and their families.

Parent/caregiver visitors

From time to time, parents/caregivers may be required to support their child in the Yalingbu Yirramboi – The Royal Children's Hospital School classroom with their medical equipment. Parents/caregivers are not left unsupervised in the classroom.

Other visitors

All tradespeople and other visitors attending the school to conduct work must report to the main school office located at Yalingbu Yirramboi – The Royal Children's Hospital School, located at Tenancy 2, 48 Flemington Road upon arrival for instruction and follow the sign in procedure outlined above. No visitor is left alone with students.

COMMUNICATION

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

- Available publicly on our school's website
- Included in induction processes for relevant staff.

RELATED POLICIES AND RESOURCES

Related Policies:

- Child Safety and Wellbeing Policy
- Bullying Prevention Policy
- Statement of Values and School Philosophy
- Child Safety Induction Pack
- Child Safety Responding and Reporting Obligations Policy and Procedures

- Child Safety Code of Conduct
- Volunteers Policy

Department policies:

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management

Royal Children's Hospital Policies and procedures:

- Vulnerable Children and Child Safety Policy
- Vulnerable Children – Reportable Conduct
- Volunteers at the RCH
- Your guide to the RCH : Visitor guidelines

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Consultation	School Council review – 12/02/2026
Approved by	Principal
Next scheduled review date	February 2028