**MILC**

**Visitors in School Policy**

**Rationale**

MILC endeavours to provide an open and friendly learning environment that values and actively encourages visitors to MILC. We strive to create and foster strong partnerships with community members and services. At the same time, the MILC recognises its duty of care to ensure a safe environment for the students and staff of the MILC. We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

**Body of Policy**

Visitors can include (but are not limited to) the following:

* current parents/carers/legal guardians (“Parents”) while delivering or collecting their children at the start or end of the MILC day or visiting the MILC for another appropriate purpose;
* those who are providing a service or program, such as invited speakers e.g. incursion presenters, sessional instructors, representatives of community, business and service groups, local members of parliament;
* those who are conducting business and/or providing services to MILC, commercial salespeople, trades people, children’s services agents;

Other visitors may include authorised agencies including, but not limited to, Department of Health and Human Services Child Protection Workers, Victoria Police, WorkSafe or Environmental Health Officers.

All visitors must abide by the MILC’s policies including legal considerations relating to privacy, mandatory reporting, and the guidelines stipulated by Child Safety and Wellbeing Policy.

Where appropriate, the Directors reserve the right and has the authority to prohibit any potential visitor from entering or remaining within the MILC and has the authority to invite or exclude people from using or being within the MILC boundaries outside operating hours.

**During MILC Hours**

All visitors who arrive at the MILC between 8am and 5pm must report directly to MILC’s Main Reception and sign in, including details of phone number and car registration,

All visitors must wear their 'Visitor Pass' for the duration of their visit.

Upon leaving the MILC, all visitors are required to sign out at Reception by following the prompts.

All visitors or volunteers who are attending MILC to work in a supervisory capacity with students must possess a Working with Children Card.

Any visitor wishing to speak to a student must do so through a MILC staff member. Regular visitors to MILC will be required to undertake a MILC induction annually.

All staff members receiving visitors will initially check for the Visitor’s Pass. If this is not present, the staff member will accompany the visitor to Reception to have them sign in and subsequently sign out at the end of the visit.

MILC is responsible for camera surveillance of all entry and exits to MILC grounds and buildings. The purpose of camera surveillance is for crime prevention and deterrence and enhancing personal safety of all present on MILC grounds.

**After MILC Hours**

A MILC staff member must take responsibility for the presence of visitors and be aware of the purpose and location of after-hour visitors to the MILC. Adequate numbers of staff are to be present at any event that takes place after MILC operating hours.

**Related Documents**

MILC Child Safety Mandatory Reporting Policy

MILC Occupational Health and Safety Policy

MILC Privacy Policy

MILC Student Wellbeing and Engagement Policy

**Relevant Legislation**

Child Wellbeing and Safety Act 2005

Working with Children Act 2005

Education and Training Reform Act 2006

Workplace Injury Rehabilitation and Compensation Act 2013

Wrongs Act 1958

Occupational Health and Safety Act 2004

Privacy Act 1988