

0201 Filkem House
278 Helen Joseph Street, Pretoria, 0002
Tel: (0)87 711 1235 Cell: (0)61 729 7343
website: www.eduquestcollege.co.za
webmail: info@eduquestcollege.co.za
gmail: eduquestcollege@gmail.com
Company Reg No: 2021/103077/07
EMIS Reg No: 700401343

VISITORS POLICY


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Approved by: **EDUQUEST COLLEGE (PTY) LTD
(Governing Board)**

Date for Review: **08 January 2026**

Record of Policy Review:

| Date Policy was Issued | Date of Next Review | Reason for Review |
|------------------------|--|---|
| 09 January 2024 | 08 January 2026 or as the need arise. | to ensure that the policy document remains up to date |
| Signature |  | |

Purpose

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to EDUQUEST COLLEGE

Scope

This policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 07:30am to 4:30 pm including parents, contractors, guest presenters and outside agency staff. Outside of these times, our front office is not staffed and this policy does not apply.

Definitions

Child-related work: Child-related work (including voluntary work) is: providing services for children and young people, 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

EDUQUEST COLLEGE strives to create an open and inclusive school community, and encourages parents and guardians 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.

EDUQUEST COLLEGE 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, Child Safe Policy & Child Safe Code of Conduct*.

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 school's Volunteers Policy for more information
- Prospective parents, students and employees

- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Departmental officials, Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- South African Police Services and Law Enforcement Agencies
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including Quality Council delegates and Stakeholders) or contractors
- Occupational Health and Safety practitioners or representatives

Sign in procedure

All visitors to EDUQUEST COLLEGE are required to report to the school office on arrival (see exceptions below in relation to parents/guardians).

Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in our visitors' book
- 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 school staff and abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy, as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to the office upon departure, sign out and return visitor's name tag

EDUQUEST COLLEGE will ensure that our school's Child Safety Code of Conduct is available and visible to visitors when they sign in.

Working with Children Authorisation

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

In some circumstances, visitors to EDUQUEST COLLEGE who are **not** engaged in child-related work will also be required to produce a valid WWC Authorisation depending on the particular circumstances of their visit. For example, EDUQUEST COLLEGE will require a valid WWC Authorisation for:

- **Visitors who will be working regularly 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 unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (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 community, a journalist, a prospective parent on a school tour) will not be required to have a WWC Authorisation.

Sworn South African Police Officer 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, EDUQUEST COLLEGE 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, EDUQUEST COLLEGE 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 Trainings acts and regulations*. In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of South African Government 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.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

Communication

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

- Available publicly on our school's website www.eduquestcollege.co.za
- Consultation with School Council members, including parents, students and staff members at all times
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request
- Parents notified via our policy updates from time to time