EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Visitors, Contractors and Volunteers Policy

Document no.	ECLS-POL-07	**Version**	1.1
Policy owner	Principal	**Approved by**	School Committee
Date approved	25/01/2026 (v1.0)	**Next review**	January 2028
Applies to	All visitors, parents/carers on school grounds during class time, volunteers, contractors, guest speakers and staff who supervise them	**Status**	v1.0 current; v1.1 revision for endorsement

1. Purpose

ECLS controls who enters the school during class time so that children are protected from unknown or unsupervised adults. This policy explains how visitors, contractors and volunteers are signed in, checked and supervised, and how the **Visitors Register** is kept.

2. Our setting

ECLS runs classes at **East Doncaster Secondary College (EDSC), 20 George St, Doncaster East**, under a School Council Licence: on **Saturdays (9:30am–12:15pm and 1:15pm–4:00pm)** and in the **Sunday morning session**. ECLS is responsible for the safety of its students in the licensed areas during its sessions. EDSC remains responsible for the site, its own staff and its own contractors. ECLS follows EDSC's site rules, including its visitor and contractor induction requirements.

3. Who is a visitor?

A **visitor** is any adult who is not an ECLS staff member, teacher or rostered volunteer and who enters the ECLS teaching areas while classes are running. This includes:

- parents/carers who enter buildings during class time (for example to collect a child early, meet a teacher or help with an event);
- guest speakers, performers and visiting teachers;
- CLV, DE, VCAA or other officials and auditors;
- contractors and tradespeople (for example IT, equipment delivery, photographers);
- prospective families and job applicants.

Parents/carers who drop off or collect children at the start and end of sessions at the designated area, without entering classrooms, are not "visitors" for this policy. They are covered by the Student Arrival, Pick-up and Collection Policy (ECLS-POL-10).

4. Rules for all visitors

1. **Report to the ECLS office/front desk** on arrival. Visitors must not go directly to classrooms.
2. **Sign the Visitors Register:** date, full name, organisation, purpose of visit, person visiting, WWCC number (if required), time in, and later the time out.
3. Show photo ID if asked.
4. Wear the **ECLS Visitor lanyard/sticker** at all times, and return it when signing out.
5. Be **accompanied or supervised** by an ECLS staff member, unless they hold a verified WWCC and have been approved by the Principal to work unaccompanied for a specific purpose.

6. Follow the Child Safety Code of Conduct: never be alone with a child behind closed doors, and do not photograph students (see ECLS-POL-09).
7. **Sign out** before leaving.

Visitors who refuse to follow these rules, or whose presence raises a concern, will be asked to leave. If they will not leave, staff contact the Principal and, if needed, Victoria Police (000).

5. Working with Children Checks for visitors, volunteers and contractors

Person	WWCC needed?
Rostered volunteers (including parent volunteers helping in class, at events or with supervision)	Yes, a Volunteer WWCC, verified and entered in the WWCC/VIT Register before they start
Guest speakers, performers or visiting teachers who are always supervised by an ECLS staff member	Not required, but recommended. The supervising teacher remains in the room
Visitors who will have regular or unsupervised contact with students	Yes
Contractors working away from students, or always accompanied	Not required. They must sign in and be supervised
Contractors working near students without supervision, or regularly	Yes
Sworn police officers on duty	Exempt (may be asked for identification)
DE/CLV officials and auditors	Sign in. Supervised while in classrooms

Where a WWCC is required, the Operations Manager verifies it online **before** the visit or volunteering starts and records it in the Visitors Register or the WWCC/VIT Register.

6. Volunteers

- Volunteers are recruited and screened under ECLS-POL-06, sign the Child Safety Code of Conduct and complete the volunteer induction before starting.
- Volunteers work under the direction of an ECLS staff member and are not given sole responsibility for a class or for a child's personal care.
- A roster of volunteers for each session is kept with the Visitors Register.

7. Contractors

- Contractors engaged by ECLS are booked in advance by the Operations Manager, told the visitor rules and, where possible, scheduled outside class time.
- Contractors on EDSC's site follow the EDSC contractor induction and safe work requirements. ECLS staff tell EDSC about any ECLS-engaged contractor working on site.

8. The Visitors Register

- The Visitors Register (ECLS-FORM-02) is kept at the front desk at every session and managed by the rostered office staff member.
- At the end of each session the office checks that every visitor has signed out. Completed pages are scanned and filed (*Admin / Visitors Register / [year]*) and kept for at least seven years.
- The Principal reviews the register each term, and it is available to DE, CLV or auditors on request.

9. Responsibilities

- **Principal:** decides who may enter, approves volunteers and unaccompanied access, and acts on concerns.
- **Office/rostered staff:** greet visitors, check the register and ID, issue and collect lanyards, and confirm sign-out.
- **Teachers:** stay with visitors in their classroom, and report any unknown or unsigned-in adult to the office immediately.
- **Child Safety Officer:** reviews any child safety concern involving a visitor and reports to the Committee.

10. Basis and references

- CLV, *Student Safety and Staff Welfare Manual* (V5, 2023), Duty of Care: staff must "ensure the visitors' register is signed by people entering School premises"; WWCC section.
- ECLS Child Safety Policy (Aug 2026), Working with Children's Clearance section (suitability checks for volunteers and visitors).
- ECLS School Charter 2026: Visitor and Parental Volunteer Policy (sign-in book, WWCC/VIT for volunteers, supervision of visitors).
- Worker Screening Act 2020 (Vic); Child Safe Standards 6 (suitable staff and volunteers) and 9 (safe physical and online environments).
- Comparable school practice: DE *Visitors in Schools* policy; Victoria College for the Deaf *Visitors Policy* (2026); EDSC *Visitors Policy* and contractor induction pack (host school requirements).

11. Version history

Version	Date	Change	Approved / endorsed by
1.0	25/01/2026	Policy approved	School Committee, meeting of 25 January 2026 (minute ref. _____)
1.1	October 2026	Revised and reformatted: aligned with the DE CLS Accreditation and Funding Guide, 2026 funding conditions, CLV manuals and current ECLS practice	For endorsement at the next School Committee meeting (date _____)