



2.3.4.1 Visitor Access and Sign-In Policy and Procedures



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Rationale

AE / Stott's College and ICHM (the Colleges) welcome a wide range of visitors to their campuses and have a duty to ensure their safety, alongside that of staff and students. A formal Visitor Sign-In Policy provides a consistent approach to identifying and managing visitors, supporting effective campus security, emergency response, safeguarding, and compliance with health and safety, child safety and other legal obligations. Clear sign-in procedures help maintain a safe, well-managed, and professional campus environment while preserving the institution's open and welcoming culture.

2.0 Scope

This policy outlines the Colleges' arrangements for visitors who attend campus during opening hours, and when the reception is staffed to monitor/receive visitors, including parents, contractors and delivery people. This policy outlines staff and student rights and responsibilities regarding bringing their children to the campus in exceptional circumstances.

3.0 Regulatory Context

1. [Child Safe Standards](#)
2. [Ministerial Order 1359](#)
3. [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
4. [National Code of Practice for Providers of Education And Training to Overseas Students 2018](#)

4.0 Policy

Key definition: *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.

Stott's College strives to create an open and inclusive school community, and encourages parents and carers 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 CEO and delegated senior staff on campus have the authority to permit or deny entry to school facilities and encourages all visitors to familiarise themselves with our school's [Child Safety and Wellbeing Policy](#), [Child Safety Code of Conduct](#) and the [Volunteer Policy](#) (all available via the school's website).

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 [Volunteer Policy](#) for more information
- Prospective parents, students and employees
- Invited speakers, sessional teachers and others addressing learning and development
- Public officials (e.g., Members of Parliament, local councillors)
- Persons conducting business, e.g., uniform suppliers, booksellers, official photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Victoria Police
- Persons authorised to enter school premises (e.g., Worksafe inspectors, health officers etc.)
- Other contractors
- Auditors
- Health practitioners and therapists.

Sign in procedure

All visitors to the Colleges are required to report to reception. Visitors to Stott's College are required to report to reception on level 9 upon arrival (see exceptions in relation to 'Parents/carers visitors').

Visitors to any campus must scan the QR code to the Visitors Sign In form and record:

- The campus they are visiting, if Melbourne Exhibition Street campus, they are to record whether they have a Working with Children Check (WWCC), name, company they are from (if applicable), contact number, campus contact and reason for visiting
- 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)
- Always wear a green visitor's lanyard
- Follow instructions from college staff and abide by all relevant school policies relating to appropriate conduct on school grounds including e.g., [Child Safety and Wellbeing Policy](#), [Child Safety Code of Conduct](#).
- Return to reception upon departure, sign out and return visitor's lanyard and swipe access.

Stott's College will ensure that our [Child Safety Code of Conduct](#) is available and visible to visitors when they sign in.

Working With Children Check (WWCC)

For Working with Children Check (WWCC) and other suitability check requirements relating to parents/carers and other volunteers working with students, please see our [Volunteer Policy](#).



All staff who are employed at the Acknowledge Education Head Office, 168 Exhibition Street, Melbourne are required to hold a valid WWCC. All visitors who are engaged in child-related work (see definition above) must have a valid WWCC.

In some circumstances, visitors to AE Head Office and Stott's College who are not engaged in child-related work will also be required to produce a valid WWCC depending on the circumstances of their visit. For example, Stott's College will require a valid WWCC 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 CEO.

Visitors who will be working in areas away from students (e.g., a visiting auditor who will be in the office with administration staff), or who will be supervised and accompanied by a staff member during their visit (e.g., an auditor, a prospective parent on a school tour), will not be required to have a WWCC.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWCC but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Stott's College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Stott's 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 is consistent with the values of Stott's College and the Education and Training Reform Act 2006 (Vic). In particular, programs conducted 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 / carer visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

We ask that parents avoid visiting their children at school, as this can cause inappropriate disruptions to the school day.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the



school day, we ask that parents or carers call the school to make the request to speak to or see their child during school hours.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-up and drop-off, or for specific school events (e.g., parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the CEO, are not permitted to visit the school.

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.

Children on campus

Children may be brought onto campus where there are difficulties with normal arrangements to childcare or for the purposes of breast/bottle feeding, provided they seek prior approval from their lecturer. The Colleges do not expect that children will be routinely brought onto campus, however understand the need may arise in one-off circumstances. The Colleges expect that children brought onto campuses will not:

- unreasonably interfere with operational requirements;
- cause a risk to people's health and safety;
- cause a risk of damage to the school's resources.

The Colleges are committed to ensuring there is no direct or indirect discrimination on the basis of sex, parenthood or status as a carer and that the competing demands of various roles such as parent, carer, student and staff member can be balanced in such a way that all staff and students have the opportunity to meet their needs.

The ultimate responsibility for the safety of any person on a campus resides with the Colleges. Therefore, the Colleges reserve the right to decide whether a child should be permitted, or should be allowed to remain, in any location.

Where the presence of a child is deemed to be creating a hazard or creating an unreasonable interference with workplace or student operations, the Colleges are obliged to take action. This may include requesting the parent/carer to remove the child(ren) from campus or the location assessed to be a risk.

A child who is unable to attend school or normal childcare facilities due to illness should also not be brought to campus to ensure the safety of other staff/students/visitors. In cases where a child is ill, staff can access appropriate leave provisions for the purpose of caring for the child. Students should contact the appropriate teaching staff member to organise alternative study arrangements (e.g. study notes or extensions to assignments).

The Colleges require that:

- children brought onto a campus are fully supervised at all times by a parent or carer;
- the parent/carer must not ask or expect other staff or students to take care of their child(ren);
- responsibility for the safety and wellbeing of the child(ren) resides with the parent/carer;



- respect and consideration is shown towards other colleagues for noise levels; and
- parents/carers ensure children do not attend meetings or staff discussions regarding confidential/sensitive issues.

The Colleges recognise the need for students to bring their children to classes occasionally, for example due to unexpected child care difficulties.

Students should seek permission from the teaching staff member concerned. Approval/denial is at the sole discretion of the teaching staff member. However, such requests should not be unreasonably declined and students must:

- ensure that the class is not disrupted;
- ensure there is no risk to the safety of those present;
- respect and consider other students in relation to the child's behaviour and noise levels during classes.

Permission for children to accompany students to classes may be withdrawn at any stage.

Lanyards

To enhance safety and security all staff, students and visitors are required to wear a lanyard, which ensures they are easily identifiable.

Lanyard colours:

- **Green = Visitors:** All visitors, including contractors and staff from other campuses, will be issued green lanyards and swipe access card, depending on the campus.
- **White = Staff:** All staff must wear white lanyards with staff ID card
- **Blue = Students:** All students enrolled in VET and Higher Education courses must wear blue lanyards with student ID card
- **Red = Under 18 year old students:** Students in Victorian Certificate of Education (VCE) and High School Preparation (HSP) programs must wear red lanyards with student ID card.

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
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request.

Related Policies

Stott's College policies and procedures available [here](#).



5.0 Document Information

Document Name	Visitor Access and Sign-In Policy and Procedures
Document Number	2.3.4.1
Purpose	Wellbeing and Safety on campus, compliance with Child Safety Standards & Ministerial Order
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Child Safety and Wellbeing
Approval Date	19/02/2026
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Last date of approval	19/02/2026
Next Review Date	19/02/2028 (2 years from date of last approval)
Policy Advisor	Head of Operations
Approving Authority	Board of Directors
Endorsing Authority	N/A

6.0 Change Log

Date	Version	By	Notes
19/02/26	1.0	Head of Quality & Risk	Newly created policy