

**VISITOR, CONTRACTOR AND CONSULTANT POLICY AND  
PROCEDURE (ALSO KNOWN AS CONTRACTOR AND  
CONSULTANTS POLICY AND PROCEDURE)**

<b>Approving authority</b>	School Council
<b>Purpose</b>	This policy and procedure has been developed to ensure that Oxford College has visitor, contractors and consultant processes that meet all legal obligations including the Victorian Child Safe Standards and Ministerial Order 1359 Managing The Risk Of Child Abuse In Schools And School Boarding Premises.
<b>Responsible Officer</b>	Head of Student Support Services and High School Coordinator
<b>Associated documents</b>	Anti-Bullying and Harassment Policy and Procedure Anti-Discrimination and Harassment Policy and Procedure Child Safety Policy and Procedure Child Safe Code of Conduct Policy and Procedure Child Safe Risk Management Policy and Procedure Critical Incident Policy and Procedure Mandatory Reporting Policy Diversity, Cultural Safety and Equity Policy and Procedure Information, Communication and Technology (ICT) Acceptable Use Policy and Procedure Mandatory Reporting Policy and Procedure Responding to and reporting allegations of suspected child abuse Policy and Procedure Younger Students and Homestay Policy and Procedure Record Management Policy and Procedure

**1. RATIONALE**

This Oxford College (hereafter referred to as the College) policy and procedure has been developed to ensure a safe and secure learning and teaching environment is provided for students and staff by establishing processes to monitor and manage visitors to the College environments that complies with Ministerial Order 1359.

Child-connected work is defined as work authorised by the School Council and performed by an adult in a school environment while children are present or reasonably expected to be present.

As a result, this encompasses most contractors and consultants that may work for the College or for the families of students including staff who are working with children, attendant care, school camps, excursions, classroom support, sporting/musical and other extracurricular assistants and coaches, breakfast/lunch clubs and other student support activities, Allied health/NDIS therapists.

**2. SCOPE**

This policy and procedure applies to:

- the governing body members, the School Council
- staff directly engaged or employed by the School Council

- contracted staff ie. contracted service provider whether or not a body corporate or any other person is an intermediary) engaged to perform child-related work; and
- parents, guardians, homestay providers and carers
- visitors to the campus

Visitors, contractors and consultants may include, but are not limited to:

- Invited speakers
- Casual relief teachers
- Consultants and contractors undertaking work for the Executive Management team.
- Consultants and contractors providing services to students that are engaged by the student's family.
- Persons involved in school matters eg: Booksellers, Official School Photographers, Commercial Salespeople, Tradespeople etc.
- Education Agents
- Victorian Registration and Qualifications Authorities, Victorian Curriculum and Assessment Authority and any other Commonwealth, State Government or Authorities staff or contractors.

This policy and procedures applies to all Oxford school environments. School environments means any of the following physical, online or virtual places, used during or outside school hours:

- A campus of the school;
- Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services); and
- Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:
  - camps;
  - approved homestay accommodation;
  - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
  - sporting events, excursions, competitions or other events

### 3. POLICY

- 3.1 The College has **zero tolerance to child abuse** or other behaviour that presents a risk to student safety and wellbeing and is committed to the protection and wellbeing of all children in its school environments. Oxford is committed to provide a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.
- 3.2 Oxford 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.

3.3 As required by Ministerial Order 1359 Managing The Risk Of Child Abuse In Schools And School Boarding Premises, , this policy is reviewed after any significant child safety incident, or at least every two years, and improved where applicable.

## **Entry and Supervision requirements**

3.4 All **visitors** to Ozford College are required to report to the **Reception** area on arrival.

3.5 All visitors must sign the visitor book on arrival.

3.6 All visitors receive a lanyard which must be worn throughout the visit.

3.7 All visitors must sign out of the visitor book on departure.

3.8 All visitors must provide a suitable reason for the visit and appropriate identification including where required participate in the child safe screening set out in this Policy and Procedure.

3.9 All visitors must be monitored and accompanied by a staff member at all times while visiting the Campus.

## **External speakers or suppliers of incursions, presentations, workshops and special programs for students**

3.10 On occasion, the College may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for the students. Ozford will:

- confirm the suitability of the person(s) including their identification, if possible, prior to the visit.
- 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 programs or content delivered complies with the requirement that education is 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 of equal rights for all before the law
  - freedom of religion
  - the values of openness and tolerance
  - respect the range of views held by students and their families
- ensure that the person(s) involved are supervised at all times.

## **VRQA, VCAA, Commonwealth Government, State Government and Other Authority staff and contractors**

3.11 The VRQA, VCAA, Commonwealth Government, State Government and Other Authorities may from time to time have reason to visit the campus. The visit may involve a site inspection, review or audit process.

3.12 The VRQA, VCAA, Commonwealth Government, State Government and Other Authorities must provide a reason for the visit and identification for all persons involved in the visit. This may be through a Notification Letter prior to or on the day of the visit and/or identification cards for all government employees involved in the visit. VRQA and VCAA staff should show their identification cards.

3.13 The visitors will be supervised at all times and will have restricted access to the Campus.

## Child safe requirements

3.14 The College's Statement of Values, the Child Safe policies and procedures and this policy and procedure applies to all visitors, contractors and consultants.

3.15 When visitors sign the visitor book, the visitors agree to comply with the **Child Safety Policy and Procedure** and the **Code of Conduct Policy and Procedure**.

## Child safe screening

3.16 If the visitor, contractor or consultant is attending the College for a meeting with staff for a short period of time, they will be supervised at all times and will not have any interaction with students (even incidentally on the premises). The person will need to provide:

- a **Working with Children Clearance (WWCC)**, if the person is required to have a clearance in accordance with the Worker Screening Act 2020, or any equivalent background check eg. Victorian Institute of Teaching registration (VIT).
- Confirm that they accept the College **Child Safety Policy and Procedure** and the **Child Safety Code of Conduct Policy and Procedure** which are accessible on the College website by signing the visitor book.

3.17 For the following visitors, contractors and consultants, full child safe screening is required:

- If the visitor is likely to have direct contact with children (child-related work) whether College or parent arranged during their visit.
- Contractors and consultants 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.
- Contractors and consultants who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

3.18 For full child safe screening, the following must be verified and recorded:

- the person's Working with Children Clearance (WWCC), if the person is required to have a clearance in accordance with the Worker Screening Act 2020, or any equivalent background check eg. VIT
- proof of personal identity, this may be established as part of other interactions with staff.
- information about any essential or relevant professional or other qualifications, this may be established as part of other interactions with staff or the student's family.
- the person's history of work involving children which may be established as part of other interactions with staff or the student's family.
- references that address the person's suitability for the job and for working with children which may be established as part of other interactions with staff or the student's family

3.19 Where the visitor, contractor or consultant is one individual, the College will undertake the screening.

3.20 Where the visitors, contractors or consultants are a company/organisation, the College will require the company/organisation to undertake the screening and provide the College with evidence that it has been completed. The College will reserve the right to conduct its own screening and will verify all VIT or WWCC information supplied.

3.21 In considering the required information, staff will assess the child safety risks relevant to the role, verify the information and record the evidence collected.

### **Induction and Child safe training**

3.22 All contractors and consultants must complete an initial induction with the staff member responsible for their contract.

3.23 All contractors and consultants accept the College Child safety and Code of Conduct policies and procedures which are accessible on the College website by signing the visitor book.

3.24 All contractors and consultants must complete and where applicable participate in any required OHS or other College training. This will include child safe training on appointment and annually.

3.25 The child safe training will include:

- individual and collective obligations and responsibilities for managing the risk of child abuse including:
  - the school's strategy and approach to implementation of the child safe standards
  - guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
  - guidance on how to build culturally safe environments for children and students
  - guidance on their information sharing and recordkeeping obligations
- child safety and wellbeing risks in the school environment including:
  - the College's Child Safe Risk Management Policy and Procedures
  - guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
  - guidance on recognising indicators of child harm including harm caused by other children and students
- the College's child safety policies, procedures and practices including:
  - **Child Safety Policy and Procedure**
  - **Child Safe Code of Conduct Policy and Procedure**
  - **Critical Incident Policy and Procedure**
  - **Diversity, Cultural safety and Equity Policy and Procedure**
  - **Anti-Discrimination and Harassment Policy and Procedure**
  - **Mandatory Reporting Policy**
  - **Responding to and Reporting Allegations of Suspected Child Abuse Policy and Procedure**

- **This Contractor and Consultants Policy and Procedure**

### **Child safe monitoring and suitability for child connected work**

3.26 All contractors and consultants will be supervised by staff while on the premises to confirm suitability for child connected work.

### **Procurement by the College**

3.27 The College procurement process for facilities and services from third parties will ensure the safety of children and students.

3.28 Staff can recommend a contractor or consultant to the Principal, if the facilities and services from third parties are consistent with the school strategies and goals.

3.29 All consultants or contractors will be required to:

- Comply with the child safe screening requirements
- Comply with COVID Safe settings for business in Victoria
- Comply with all College policies and procedures

3.30 The Principal must approve all consultant or contractor services.

### **Services procured by parents/guardians**

3.31 All facilities and services from third parties will ensure the safety of children and students.

3.32 All consultants or contractors will be required to:

- Comply with the child safe screening requirements
- Comply with COVID Safe settings for business in Victoria
- Comply with all College policies and procedures

3.33 The Principal will approve the consultants or contractors.

## **4. PROCEDURE**

### **General Visitors**

4.1 Staff must notify Reception when any visitors are expected to be on campus.

4.2 All **visitors** to Oxford College are required to report to the **Reception** area on arrival.

4.3 If visitors arrive unannounced or are found to be on Campus, the visitors should immediately be taken to the Reception area. A staff member should accompany them to Reception and not leave the visitors unsupervised.

4.4 All visitors must sign the visitor book on arrival.

4.5 All visitors must sign out of the visitor book on departure.

4.6 The visitors will need to:

- Supply a **Working with Children Clearance (WWCC)** or any equivalent background check eg. Victorian Institute of Teaching registration (VIT). (If the person is not going to)
- Confirm that they accept the College **Child Safety Policy and Procedure** and the **Child Safety Code of Conduct Policy and Procedure** which are accessible on the College website by signing the visitor book.

- 4.7 The visitors will be provided with a Lanyard and supervised at all times that they are on the College Campus.
- 4.8 The Oxford staff member supervising the visit will accompany the visitors to the exit (lifts to the Ground Floor) on completion of the visit to ensure that the visitors leave the Campus.

## **VRQA, VCAA, Commonwealth Government, State Government and Other Authority staff and contractors**

- 4.9 All **visitors** to Oxford College are required to report to the **Reception** area on arrival and sign the visitor book.
- 4.10 If visitors arrive unannounced or are found to be on Campus, the visitors should immediately be taken to the Reception area. A staff member should accompany them to Reception and not leave the visitors unsupervised.
- 4.11 The persons involved will need to:
  - provide **identification** for all persons involved in the visit will be checked. VRQA and VCAA staff must show their identification cards supply a **Working with Children Clearance (WWCC)** or any equivalent background check eg. Victorian Institute of Teaching registration (VIT).
  - confirm that they accept the College **Child Safety Policy and Procedure** and the **Child Safety Code of Conduct Policy and Procedure** which are accessible on the College website by signing the visitor book.
- 4.12 If visitors arrive unannounced or without formal prior notification, access will be delayed until formal confirmation has been received from the relevant agency or authority.
- 4.13 The visitors will be provided with a Lanyard and shown to a designated meeting room, usually arranged prior to the visit, and advised that they must be supervised if they require access to any other part of the College Campus.
- 4.14 The visitors **must be supervised at all times**. The visitors may ask to be left in the meeting space to work but staff should monitor their movements. Visitors **must not** be allowed to move freely about the Campus.
- 4.15 If the staff member supervising the visit is required to leave the visitors for any reason, such as respond to student needs or to obtain evidence, another staff member will be asked to supervise the visitors.
- 4.16 If the visitors enter an area of the Campus without permission, the staff involved with the visit should immediately notify the Principal. Consideration will be given to lodging a complaint about the visit.
- 4.17 The Oxford staff member supervising the visit will accompany the visitors to the exit (lifts to the Ground Floor) on completion of the visit to ensure that the visitors leave the Campus.

## **External speakers or suppliers of incursions, presentations, workshops and special programs for students**

- 4.18 Staff can suggest suitable external speakers or providers to deliver incursions, presentations, workshops and special programs for the students to the High School Coordinator.

- 4.19 The High School Coordinator will assess whether the external speakers or providers to deliver incursions, presentations, workshops and special programs for the students will:
  - contribute to the educational development of our students and is consistent with curriculum objectives
  - comply with the requirement that education is delivered in a manner that supports and promotes the principles and practice of Australian democracy.
- 4.20 The High School Coordinator will recommend the external speakers or providers to deliver incursions, presentations, workshops and special programs to the Principal who will approve the arrangement.
- 4.21 The external speakers or providers to deliver incursions, presentations, workshops and special programs will be subject to full child safe screening and be supervised during delivery of the service.
- 4.22 All **visitors** to Ozford College are required to report to the **Reception** area on arrival.
- 4.23 The visitors must be supervised at all times, the persons involved will need to:
  - Supply a **Working with Children Clearance (WWCC)** or any equivalent background check eg. Victorian Institute of Teaching registration (VIT).
  - Confirm that they accept the College **Child Safety Policy and Procedure** and the **Child Safety Code of Conduct Policy and Procedure** which are accessible on the College website.
- 4.24 The visitors will be provided with a Lanyard and supervised at all times that they are on the College Campus.
- 4.25 The Ozford staff member supervising the visit will accompany the visitors to the exit (lifts to the Ground Floor) on completion the visit to ensure that the visitors leave the Campus.

## College Procurement process

- 4.26 Staff can recommend a contractor or consultant to the Principal, if the facilities and services from third parties are consistent with the school strategies and goals.
- 4.27 The consultants or contractors will be required to provide a proposal setting out:
  - Services to be supplied
  - Cost of the services
  - Professional accreditation
  - Staff that will provide the services
  - How the organisation complies with the child safe screening requirements
  - How the organisation complies with the COVID Safe settings for business in Victoria including vaccination requirements
  - Confirm that the organisation will comply with all College policies and procedures
- 4.28 The Principal will approve all consultant or contractor services.
- 4.29 The Principal or her delegate will sign an agreement with the consultant or contractor or provide agreement in writing via email.
- 4.30 The Principal or her delegate will notify the Accounts Team that the contractor or consultant has been approved.

4.31 All invoices will be approved by the Head of Department or the Principal and sent to the Accounts Team for payment.

## **Services procured by parents/guardians**

4.32 Parents/guardians must contact the High School Coordinator to discuss any proposed third-party services of any type.

4.33 The High School Coordinator will request information about the proposed contractor or consultant including professional accreditation and child safe screening information as set out in this policy.

4.34 The consultants or contractors will be required to provide information about:

- Services to be supplied
- Professional accreditation
- Staff that will provide the services
- How the organisation complies with the child safe screening requirements
- How the organisation complies with any pandemic settings for business in Victoria including vaccination requirements (where applicable)

The organisation must confirm that the organisation will comply with all College policies and procedures

4.35 The parents/guardians will be consulted with during this process and briefed on the College decision with the outcome supplied in writing usually via email.

4.36 The High School Coordinator will recommend to the Principal whether or not the consultant or contractor should be approved.

4.37 The Principal will approve all consultants or contractors.

## **Child safe screening**

4.38 The partial child safe screening process will be as follows;

- the person's Working with Children clearance will be obtained and verified using the Working with Children website.
- If the person has an equivalent background check eg. VIT, it will also be verified.
- The details will be recorded in the College WWCC register.

4.39 The full child safe screening process will be as follows;

- the person's Working with Children clearance will be obtained and verified using the Working with Children website. The details will be recorded in the College WWCC register.
- If the person has an equivalent background check eg. VIT, it will also be verified.
- proof of personal identity will be checked (ie drivers license or other information) will be reviewed.
- information about any essential or relevant professional or other qualifications will be reviewed. The person's CV or other credentials will be reviewed.
- the person's history of work involving children will be reviewed. The person's CV or other credentials will be reviewed.

- references that address the person's suitability for the job and for working with children will be reviewed. This may include a reference from a staff member, colleague or family member.
- The person will confirm that they accept the **College Child Safety and Child Safe Code of Conduct Policies and Procedures** which are accessible on the College website by signing the visitor book.

## Once the contract commences

4.40 Staff must notify Reception when any proposed contractors and consultants will be on campus.

4.41 If the consultant or contract or working onsite, a space will need to be made available and access to any systems or records arranged. All staff involved in the service will need to be notified.

4.42 All contractors and consultants to the Oxford College campus will be required to report to the Reception area on arrival.

4.43 For onsite work, the College campus is open and the Reception area is staffed between the hours of 8:30 am to 5 pm. Outside of these times, the campus and all rooms are locked. Consultants and contractors will need to work offsite outside of these hours.

4.44 When reporting to the reception on arrival, the contractor or consultant must:

- Record their name, date and time of visit and purpose of visit on the Visitor Book,
- Provide child safe screening information to office staff upon request
- Comply with any pandemic requirements such as COVID Safe settings for business in Victoria
- Wear a visitor's lanyard/badge at all times
- Return to the reception upon departure, sign out and return visitor's lanyard/badge

## Induction, training and monitoring

4.45 All contractors and consultants must complete an initial induction with the staff member responsible for their contract. The contractor or consultant must confirm that they will comply with the child safe policies.

4.46 All contractors and consultants must complete annual training with the staff member responsible for their contract. For organisations, the staff member will provide the key contract person with training, and they will have responsibility for training their staff. The College will require evidence that the training has been completed.

4.47 The staff member responsible for their contract has responsibility for supervising the contractors and consultants and confirming suitability for child connected work.

## Pandemic requirements (if applicable)

4.48 All contractors and consultants must comply with any relevant pandemic requirements such as any current COVID Safe Settings for business in Victoria.

4.49 All contractors and consultants must:

- meet any Vaccination requirements.
- wear a mask if it is required.

4.50 If a contractor and consultant is regularly working at the College, participate in any surveillance testing that is required.

## 5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.

## Appendix 1: Oxford College Visitor Verification

All visitors to the campus must go to Reception:

- Provide a reason for the visit and who they are meeting with
- Provide identification including:
  - Business card or an Identification Card if they are from VRQA, VCAA or a government organisation.
  - WWCC or VIT Registration Card.
  - If the person is a regular contractor, full child safe screening is required ie. provision of a Driver's License.
- Sign the Entry Book on arrival at the Campus
- Sign the Entry Book on exiting the Campus
- Receive and wear a Lanyard at all times while on Campus.

No visitors are to be allowed on Campus that have not been suitably identified and all visitors must be supervised by a designated Oxford staff member throughout their visit.