



PUSHKIN LYCEUM
COMMUNITY LANGUAGE SCHOOL

Visitors and Volunteers Policy

Safe, respectful and controlled access to students and school environments

Policy owner	Principal / Child Safety Officer	Approved by	Marina Makarova, Elena Desyatкова
Effective date	01 Feb 2026	Next review	
Version	1.0	Review cycle	01 Feb 2028
Applies to	All school locations and activities	Audience	Visitors, volunteers, parents, carers, staff and contractors

1. Purpose

This policy explains how Pushkin Lyceum screens, approves, inducts, manages and supervises visitors and volunteers. Its purpose is to protect the safety, privacy, dignity and wellbeing of every child while enabling families and community members to participate appropriately in school life.

2. Statement of commitment

Pushkin Lyceum has zero tolerance for child abuse and is committed to a culturally safe, inclusive and respectful environment. Child safety is a shared responsibility. The best interests of children take priority over convenience, customary practice, an adult's wish to enter an area, or the availability of volunteers.

CORE RULE: No person has an automatic right to volunteer or to enter a child-only, backstage, preparation, rehearsal, supervision or changing area. Access requires a legitimate purpose, prior school authorisation and compliance with all applicable screening and child-safety controls.

3. Scope

This policy applies to all visitors and volunteers at:

- Pushkin Lyceum's regular Sunday classes at Elwood College and any other premises used by the Lyceum;
- concerts, rehearsals, performances, competitions, assemblies, open days and celebrations;
- excursions, camps, sporting, cultural, fundraising and community activities;
- online or hybrid activities involving contact with students; and
- any other location or activity organised, authorised or controlled by the Lyceum where children are present or reasonably expected to be present.

This policy must be read together with the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Incident Reporting Policy and Procedure, Complaints Policy and any venue-specific requirements.

4. Definitions

Term	Meaning
Visitor	A person attending Pushkin Lyceum who is not enrolled as a student and is not attending in their ordinary capacity as school staff. Visitors include parents, carers, relatives, guest speakers, contractors, service providers, observers and audience members.
Volunteer	A person approved by Pushkin Lyceum to perform unpaid work or assistance for the school. A parent becomes a volunteer when undertaking a school-authorised assistance role, even if their own child is present.

Term	Meaning
Child-connected work	Work authorised by Pushkin Lyceum and performed by an adult in a school environment while children are present or reasonably expected to be present.
Child-related work	Paid or unpaid work involving direct contact with children where that contact is a usual part of the person's duties and is not merely occasional or incidental.
Restricted area	An area designated for students and authorised personnel, including classrooms during lessons, backstage areas, rehearsal or holding rooms, preparation rooms and changing areas.
Verified WWCC	A current Victorian Working with Children Clearance whose status and identifying details have been sighted, checked and recorded by Pushkin Lyceum before the person begins the role.
School event	Any activity organised, authorised or controlled by Pushkin Lyceum, whether on or off school premises and whether during or outside ordinary class hours.

5. Categories of attendance and access

Category	Requirement
Parent/carer attending as an audience member	May use public or audience areas and designated drop-off/collection points. Must comply with sign-in, venue and staff directions. Must not assist, supervise or enter restricted areas without authorisation.
Occasional visitor	May attend for an approved purpose. Pushkin Lyceum will determine identity, sign-in, escort, supervision and screening requirements according to risk.
Volunteer	Must be approved in advance, hold a verified WWCC as required by this policy, complete induction, sign in/out and remain within the assigned role and area.
Contractor/service provider	Must meet contractual, identity, qualification, screening, sign-in, supervision and child-safety requirements appropriate to the work.
Guest speaker/performer	Must be approved, briefed and supervised as appropriate. Content and conduct must be suitable for the student group and consistent with Pushkin Lyceum policies.
Emergency service or authorised official	Identity and authority will be confirmed where practicable. Access and escort arrangements will reflect the urgency and lawful purpose of the visit.

6. Approval authority

- The Principal has overall responsibility for visitors and volunteers and may delegate day-to-day coordination to an authorised staff member or Event Coordinator.
- Only the Principal or an authorised delegate may approve a volunteer role, regular visitor arrangement, unrestricted movement or access to a restricted area.
- Pushkin Lyceum may refuse, limit, postpone or withdraw access where reasonably necessary for child safety, privacy, wellbeing, orderly operation, legal compliance or venue requirements.
- A WWCC does not itself create a right to volunteer, remain with children or access school facilities.

7. Working with Children Clearance and suitability requirements

7.1 Mandatory Pushkin Lyceum requirement for volunteers

All adult volunteers who assist with children, support a school event, supervise or escort students, work backstage, help with preparation or costumes, photograph students, provide regular classroom support, or enter a restricted child area must hold a current WWCC verified by the Lyceum before commencing the role. An application receipt alone is not sufficient unless the Principal confirms that work may lawfully and safely commence and records that decision.

7.2 Parents and statutory exemptions

The Worker Screening Act 2020 (Vic) provides exemptions in certain circumstances, including for a parent volunteering in an activity in which their child participates or normally participates. The Act sets minimum legal requirements. Victorian

Department of Education guidance confirms that a school may nevertheless require a legally exempt person to obtain a WWCC under its own Visitors or Volunteers Policy after considering the child-safety risks of the role.

Pushkin Lyceum therefore does not rely on the parent exemption for volunteer and event-assistance roles covered by this policy. A parent who wishes to help only their own child still requires prior authorisation and a verified WWCC if the assistance involves entry to a restricted area, remaining with a group of children, or proximity to other children during preparation or changing. This is an organisational condition of access and authorisation; it does not state that the statutory exemption has been removed.

7.3 Other exemptions or equivalents

A person relying on a lawful exemption or equivalent background check, including current Victorian Institute of Teaching registration or police status, must provide acceptable evidence. The Principal will determine and record whether the evidence is accepted for the proposed role. Additional identity, reference, qualification, conduct, induction and supervision controls may still apply.

7.4 Additional suitability assessment

Depending on the nature and risk of the role, the Lyceum may also require:

- proof of identity and contact details;
- references and information about the person's history of working with children;
- relevant qualifications, licences, experience or professional registration;
- an interview, declaration, conflict-of-interest disclosure or police check;
- confirmation that the person has not received a WWCC Exclusion or been prohibited from child-related work; and
- ongoing monitoring, renewal evidence and notification of any change affecting suitability.

8. Recruitment and approval of volunteers

1. Identify the role, duties, location, degree of contact with children, supervision arrangements and child-safety risks.
2. Provide a clear role description and advise the person of the Lyceum's child-safety expectations and screening requirements.
3. Obtain and assess the required identity, WWCC, references, qualifications and other suitability information.
4. Approve or decline the volunteer and record the decision. Approval must be for a defined role and may include conditions.
5. Complete induction before the person commences and place the person on the authorised volunteer register.
6. Review ongoing suitability, conduct and clearance status, and withdraw approval when necessary.

9. Induction and conduct

Before commencing, volunteers must receive information appropriate to their role, including:

- the Child Safety and Wellbeing Policy and Child Safety Code of Conduct;
- professional boundaries, appropriate communication and physical contact;
- supervision, sign-in/out, identification and restricted-area requirements;
- children's rights, cultural safety, diversity, equity and inclusion;
- privacy, confidentiality, photography, personal-device and social-media rules;
- how to identify, respond to and report child-safety concerns, disclosures, incidents and complaints; and
- emergency, evacuation, first-aid and venue procedures relevant to the role.

All visitors and volunteers must:

- treat children, families and staff respectfully and follow reasonable staff directions;
- remain within the approved purpose, time, location and duties;
- avoid being alone with a child unless specifically authorised and risk-managed;
- never use degrading, sexualised, discriminatory, intimidating or otherwise inappropriate language or conduct;
- never possess or be affected by alcohol or illegal drugs while undertaking the role; and

- report concerns promptly and maintain confidentiality, without conducting their own investigation.

10. Entry, sign-in and identification

- Visitors and volunteers must enter through the designated point, report to administration or the nominated coordinator, state the purpose of the visit and sign in and out.
- The record should include the person's name, date, arrival and departure time, purpose, host or role, and any identification or pass issued.
- Visitors and volunteers must wear or carry identification if requested and return any pass before leaving.
- Staff may verify identity and authorisation at any time. A person who cannot demonstrate a legitimate approved purpose may be refused entry or directed to leave.
- The Principal may approve proportionate alternative arrangements for large public events, provided restricted areas remain controlled and emergency attendance information is maintained where required.

11. Supervision and access controls

- Visitors must be escorted or supervised according to the risk of the visit and must not move freely through teaching or student areas without approval.
- Volunteers may access only the students, information, equipment and locations necessary for their assigned duties.
- Activities should occur in observable and interruptible environments wherever practicable.
- Staff retain responsibility for student supervision. Volunteers must not be counted as qualified staff or left in sole charge unless the arrangement is lawful, expressly approved and appropriately risk-managed.
- Keys, access cards, student records and confidential information must not be provided unless necessary, approved and securely controlled.

12. Parents and carers at school

- Parents and carers are welcome to attend authorised meetings, public events and designated audience areas.
- Ordinary drop-off or collection does not authorise a parent to remain in a classroom, backstage area, preparation room or other restricted zone.
- A parent seeking to observe a class or speak with a teacher must arrange this in advance, except where staff approve an immediate discussion.
- A parent assisting the Lyceum is subject to the volunteer requirements in this policy, regardless of whether their own child is present.
- If a child needs parental reassurance, staff should, where practicable, bring the child to a designated public or handover area instead of admitting an unauthorised parent to a child-only area.

13. School events, backstage and preparation areas

For concerts, rehearsals and other events:

- the Event Coordinator must maintain an authorised roster and identify public and restricted areas;
- parents and volunteers must be advised of WWCC and access requirements before the event;
- only authorised persons with verified screening may assist, supervise, escort children, organise groups, manage costumes or props, apply makeup, take authorised photographs, or remain backstage;
- a person who arrives without the required evidence or prior approval must not be given an assistance role because of staffing pressure, previous involvement or personal familiarity; and
- audience members and unauthorised parents must remain in public areas and follow staff and venue directions.

14. Changing, dressing, toileting and personal care

MANDATORY PRIVACY RULE: An adult without prior authorisation and a verified WWCC must not enter, remain in or pass through an area where children are changing or may be partially dressed, even if the adult intends to assist only their own child.

- Only adults specifically assigned to the task may enter a changing or dressing area.
- Other children may be present without their parents; their privacy, dignity and safety must be protected.
- Children should change independently wherever reasonably possible, using separate spaces, screens, staggered times or other appropriate privacy measures.
- Assistance must be age-appropriate, respectful, visible, limited to what is necessary and arranged to avoid one-to-one isolation.
- No photography, filming, smart-device use or personal phone use is permitted in changing, dressing, bathroom or toileting areas.
- Personal care related to disability, health or additional needs must follow an agreed individual support arrangement that considers the child's voice, dignity, privacy and preferences.

15. Photography, privacy and information

- Visitors and volunteers must not photograph, film, record or publish information about students except where expressly authorised and required consents are in place.
- Student names, contact details, medical information, family circumstances, attendance and school records are confidential and may be accessed only where authorised and necessary.
- Personal information collected for screening and access control must be stored securely, accessed only for legitimate purposes and handled in accordance with applicable privacy and records requirements.
- Confidential information obtained through volunteering must not be discussed outside the authorised role, including in messaging groups or on social media.

16. Contractors, external providers and guest presenters

- The Lyceum must assess the child-safety risk of the engagement and specify screening, supervision and conduct requirements before work begins.
- Where relevant, contracts or written arrangements must require compliance with Lyceum child-safety policies and permit action if requirements are breached.
- Contractors engaged in child-related work may be required to provide identity, qualifications, work history, references and screening evidence.
- Programs and presentations must be age-appropriate, inclusive and consistent with the Lyceum's educational purpose and child-safety obligations.

17. Responding to concerns, breaches and unauthorised access

1. Prioritise children's immediate safety and, if necessary, move children away from the concern or restrict the adult's access.
2. Calmly direct the person to stop the activity, leave the restricted area, return to the approved location or leave the venue.
3. Notify the Principal or Event Coordinator immediately. Seek venue security, police or emergency assistance where required.
4. Follow the Lyceum's child-safety reporting, incident response, complaint and recordkeeping procedures. Do not investigate an allegation independently.
5. Document the concern, the directions given, actions taken, persons notified and any follow-up controls.
6. Review whether the person's approval should be suspended or withdrawn and whether systemic improvements are required.

Refusal or withdrawal of access is a protective and administrative measure and is not, by itself, an allegation of wrongdoing. Directions must be applied respectfully, consistently and without unlawful discrimination.

18. Emergency exception

Nothing in this policy prevents immediate and proportionate action reasonably necessary to protect a child from imminent serious harm, provide urgent first aid, evacuate a premises or comply with a lawful emergency direction. Any involvement of an otherwise unauthorised adult must be limited to the emergency, occur under staff direction where possible, and be

reported and documented as soon as practicable. This exception must not be used for convenience or ordinary staffing shortages.

19. Responsibilities

Role	Responsibility
Governing Authority	Approve and oversee this policy; ensure adequate resources, risk management, review and a child-safe organisational culture.
Principal	Manage visitors and volunteers; determine screening and access requirements; approve higher-risk roles; oversee records, complaints, breaches and continuous improvement.
Administration	Verify and record WWCC and identity details; maintain registers and expiry monitoring; manage sign-in records, notices and passes.
Event Coordinator / authorised delegate	Confirm rosters and restricted areas; brief and supervise volunteers; control access; respond to and document non-compliance.
Staff	Maintain student supervision and privacy; verify access; model the Code of Conduct; respond to and report concerns promptly.
Visitors and volunteers	Provide accurate information; complete required checks and induction; sign in/out; remain within authorisation; follow the Code of Conduct, confidentiality rules and staff directions.

20. Records and monitoring

The Lyceum will maintain, as applicable:

- a current register of approved staff, volunteers, WWCC/VIT or accepted equivalent details and expiry/status information;
- role descriptions, applications, reference and suitability checks, approvals and induction records;
- visitor sign-in/out records, authorised event rosters and access arrangements;
- records of concerns, complaints, breaches, incidents, responses and review actions; and
- evidence that this policy and relevant child-safety information have been communicated and implemented.

The Principal will monitor compliance and review higher-risk roles, repeated visits, clearance status and any patterns arising from incidents or complaints.

21. Complaints and review

Questions or complaints about this policy may be raised with the Principal under the Parent Complaints and Communication Policy. A complaint does not suspend an immediate child-safety or access direction. Child-safety concerns must be reported without delay under the Child Safety and Wellbeing Policy and Incident Reporting Policy and Procedure.

This policy will be reviewed at least every two years, and earlier following legislative or regulatory change, a serious incident, an identified control failure, material stakeholder feedback or a change in school operations or venue arrangements. Where appropriate, review will take account of the views of children, families, staff and volunteers.

22. Legislative and policy framework

- Worker Screening Act 2020 (Vic), including applicable exemptions.
- Child Wellbeing and Safety Act 2005 (Vic) and the Victorian Child Safe Standards.
- Education and Training Reform Act 2006 (Vic) and applicable school registration requirements.
- Ministerial Order No. 1359 - Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises.
- Victorian Department of Education guidance: Working with Children Checks and Other Suitability Checks for School Volunteers and Visitors.
- Victorian Department of Education: Visitors in Schools Policy, used as relevant sector guidance.
- Pushkin Lyceum Child Safety and Wellbeing Policy; Child Safety Code of Conduct; Incident Reporting Policy and Procedure; Parent Complaints and Communication Policy; and related privacy, photography and emergency procedures.

Event-day summary

NO PRIOR AUTHORISATION + NO VERIFIED WWCC = NO VOLUNTEERING, NO SUPERVISION AND NO ACCESS TO CHILD-ONLY, BACKSTAGE OR CHANGING AREAS.