



VISITORS TO ROWVILLE SECONDARY COLLEGE ATTENDANCE PROCESS

To comply with Victorian Department of Education regulations regarding visitors to government schools, the following procedures need to be met in regard to having external providers come into our school

All visitors, volunteers and contractors are required to:

- x Sign in at school reception.
- x Show a current Working with Children card or current VIT registration card
- x Be met at the office by the staff member who has organised the visit.
- x



Suppliers are required to submit a quote or invoice for their services to Facilities Manager: facilities@rowvillesc.vic.edu.au or [RIA Administration](#) if it's RIA related no less than 7 days prior to their visit, along with a copy of their PLI certificate and WWC/VIT. The invoice should include the following:

- x Invoice titled TAX INVOICE
- x Related Purcha-6.1 (P)Dhn0 0 12 90 R2 0f 0.00r7301 T301 T8C Q c.NAuerifapfic