

Rationale

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our College. At the same time we recognise our duty of care to ensure a safe environment for our students and staff and we recognise our responsibility to protect and preserve our facilities against theft, vandalism and misuse.

Aims

To provide a safe and secure environment for our students, staff and facilities. To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our College.

Implementation

1. Definition

1.1. Visitors are defined as all people who seek to enter our College other than:

- a) staff members and students
- b) parents/guardians involved in:
 - the task of delivering or collecting children from the College
 - official College events (assemblies, organised meetings)
 - attending special events
 - authorised parent helper activities.

2. Responsibilities

- 2.1. Visitors other than emergency services or various emergency children's services agencies are required to make prior appointments to be approved to visit the College.
- 2.2. All visitors are required to report to the administration office prior to undertaking any activity within the College to sign a "Visitors" book and be assigned a "Visitors" badge which they must be visible at all times within the College.
- 2.3. On completion of their visit, visitors are required to report to the administration office to return their badge and to "sign out" in the Visitors book.
- 2.4. Contractors signing in are required to complete additional information as part of their visit.
- 2.5. Visitors may require a Working With Children Check – see WWC Check policy.
- 2.6. Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- 2.7. Visitors within the College who have failed to follow this process will be redirected to the College office by a staff member, where the issue will be resolved.
- 2.8. Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the College, and also has the authority to invite or exclude people from using or being within the College boundaries outside College operating hours.
- 2.9. The College's emergency management procedures will ensure that visitors within the College at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Related Policies / Documents

Working With Children Check Policy

Evaluation

This policy was created in term 2 of 2013

This policy will be reviewed as part of the College's annual review cycle