Visitors Policy

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<th>Date Implemented</th>
<th>8th October 2014</th>
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<tbody>
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<td>Approved By</td>
<td>College Council / Policies sub-committee</td>
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<td>Approval Authority (Signature &amp; Date)</td>
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<td>Date Reviewed</td>
<td>September 2017</td>
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<td>Responsible for Review</td>
<td>Assistant Principal – Teaching &amp; Learning</td>
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| References       | Related DEECD policies  
- Political Activities  
- Duty of Care |

RATIONALE
- We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. 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 resources against theft, vandalism and misuse.

AIMS
- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
- To ensure parents / guardians partner in their children’s development.
- To create strong partnerships with community services, schools, businesses and the wider community.

GUIDELINES FOR ACTION / IMPLEMENTATION
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people who seek to enter our school other than staff members, students, and parents/guardians.
- Visitors, other than emergency services or various emergency children’s services agencies are required to make prior appointments to be approved to visit the school.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign into Compass and will be assigned a “Visitors” badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to “sign out” of Compass.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors may require a Working with Children Check – see WWC Check policy.
• 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.
• Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
• Under the Summary Offences Act and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
• The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

VISITORS PURPOSE
• When school visitors are engaged in party political activity
  - regular school activity is not interrupted
  - students are not involved, or seen to be involved, in promoting party policies or candidates, and
  - party political material is not distributed or promoted through school outlets such as school newsletters, or promoted or displayed on school property or at school events.
• Consideration will be given to
  - the educational merit of the visit and consistency with curriculum objectives
  - the level of disruption to the functioning of the school
  - the appropriate use of Department resources, including teachers’ time
  - the potential for a visitor to cause controversy within the school or broader community.

EXPECTATIONS
• This policy will be reviewed as part of the College’s review cycle, and at times when our emergency management procedures are under review.

1. This policy will be made available on the College’s website.

2. This policy was ratified by College Council on 8/10/2014