

VISITORS POLICY

RATIONALE

Collingwood College is committed to providing a high-quality education within a safe learning environment for all students and teachers. We pride ourselves on our development of strong partnerships with community services, neighbouring schools, local businesses and the wider community, and as a result we welcome visitors to our school.

The Visitors Policy is necessary to ensure the effective management of visitors to the school premises and to positively increase experience of the cultural and social features of the community within our learning environment. An aim of the Visitors Policy is to also meet the Department of Education and Training (DET) minimum requirement that schools must guarantee that all visitors arriving and departing during school hours sign in and sign out using the school's management system.

PURPOSE

The purpose of this policy is to actively support the development of positive communal relationships whilst maintaining a welcoming and safe learning environment for all students and teachers.

TYPES OF VISITORS

Visitors are defined as all people other than staff members, students and parents/guardians and other family members who are inside the school premises outside drop off and pick up hours, or for any period longer than 15 minutes.

Visitors to schools may include, but are not limited to:

- prospective parents and employees
- pre-service teachers
- university representatives
- casual educational support staff
- persons attending approved meetings with staff and students
- those who are attending a learning or developmental need such as:
 - parent and community leaders
 - invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
 - resource suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
- those people engaging in volunteer work such as:

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- school functions
- activities for the welfare of the school at the request of the principal or school council
- school work
- parents engaging in a school activity
- trades people
- children's services agents

Other visitors may include:

- Department of Health and Human Services (DHHS) Child Protection Workers and liaison officers
- persons who are authorised to enter on to the school premises for a specific purpose, such as, Worksafe or Environmental Health Officers. In such cases school procedures require:
 - the authorised persons to have their identification and authentication checked at the administration office
 - the authorised persons to sign in using the Compass Kiosk as a visitor
 - for the authorised person to provide any further details in relation to the purpose and record of attendance
 - ensure that the manner in which they conduct themselves on school grounds is consistent with school expectations and policies

IMPLEMENTATION

The Visitors Policy applies to all types of visitors to Collingwood College

All visitors will be required to sign in using the Compass kiosk in reception. In order to sign in visitors must enter the following information onto the Compass Kiosk when prompted:

- their name
- the purpose of the visit
- the name of the teacher who is responsible for them whilst they visit
- allow the machine to take a picture of their face
- take the printed sign in slip and place this into a visitor's lanyard

Once visitors have completed this, they should proceed to the administration office and ask for the staff member they are meeting to come and collect them from the administration area. Upon departure, all visitors are required to sign out using the Compass kiosk by completing the following:

- select the sign out option
- enter the unique code from their sign in slip
- throw away the sign in slip and place the lanyard back in the basket next to the Compass kiosk

Once a visitor has signed out, it is important that they do not re-enter the building and leave the premises immediately in case of an emergency as the school cannot be liable if records indicate that the visitor had departed from the school grounds.

In the event of an emergency or evacuation, staff will assist visitors in accordance with the school's Emergency Management Plan. Staff in the administration office will ensure that a copy of all names of visitors signed in on Compass will be accounted for in the event of an evacuation or after a school lockdown.

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Any visitor who fails to follow this procedure will be accompanied to the Compass Kiosk and asked to sign in. Failure to comply with the procedure will result in the visitor being requested to leave the school grounds.

RESPONSIBILITIES

All visitors have the responsibility to ensure that they complete the following procedures:

- sign in using the Compass Kiosk
- wear a visitors lanyard at all times
- provide a copy of a current WWC to the administration office if needed
- wait for the responsible member of staff to collect them from the administration office
- comply with the school Evacuation Management Plan and other safety procedures
- sign out using the Compass Kiosk

TEACHING STAFF RIGHTS AND RESPONSIBILITIES

Teaching staff have the right to:

- decide who may visit, when and for what purpose
- postpone a visit
- ask a visitor to leave if they believe the visitor is not acting in accordance with the school values
- ask a visitor to leave if they believe that the visitor is a threat to the safety and wellbeing of students

Teaching staff have the responsibility to:

- ensure that visitors are aware of and comply with the procedures outlined within this policy
- ensure that any visitor on school premises without a lanyard or an accompanying member of staff is directed to the administration office to comply with this procedure
- ensure the safety and wellbeing of all students is maintained during any visit
- ensure the safety and wellbeing of the visitor is maintained at all times and all visitors are cared for during the case of an emergency or evacuation

REVIEW

The school council and staff monitor and review the effectiveness of the Visitors Policy every three years and revise the policy when required.

RESOURCES

- Department of Education and Early Childhood policy outlining police and DHS interviews - <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/interviews.aspx>
- Department of Education and Early Childhood policy outlining Special Religious Instruction <http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/sri.aspx>

Date ratified by School Council:

16/08/2017

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Diversity

Innovation

Creativity

Relationships

Achievement