

COLAC SECONDARY COLLEGE

VISITORS POLICY

Rationale:

Colac Secondary College is 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.

We are cognisant of its obligations under the Child Safe Standards - Ministerial Order 870 – to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that visitors do not pose a risk to child safety.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures which effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- To ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in section 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*: elected government, the rule of law, equal rights before the law, freedom of religion, freedom of speech and association, the values of openness and tolerance.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remains our highest priority.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- If visitors present information to students, staff organising the presentation must inform the relevant Assistant Principal or the Principal of the nature of the presentation prior to the visit.
- All visitors will be required to sign in, via the COMPASS KIOSK, and will be assigned a visitor badge which they must wear at all times within the school if they do not have their own identification badge. Visitors will be required to sign out via the COMPASS KIOSK and return their badge before leaving the school.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- 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.
- School signage will direct visitors to the General Office.
- 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 1966 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.

PROTOCOL

All visitors to the College **MUST** report to the general office.

Visitors are asked to follow the signs to the General Office, and use the main entrance door into the foyer, and not the student access door.

Visitors are to wait in the foyer to be collected for their appointment or meeting.

Visitors passes:

Visitors are required to sign in on COMPAS KIOSK at the General Office.

A visitor pass will be issued which should be carried anytime they are in the College buildings or grounds. If a visitor is noticed wandering in the College without an official Visitors Pass, they will be directed to the General Office where they will be asked to sign in and collect their visitors pass, or to wait to be collected for their appointment.

Picking up students:

If a staff member has contacted a parent to pick up a child, they will be requested to go directly to the General Office.

Students will remain in their year level community until the parent/guardian has arrived at reception to collect them.

Parents must go to the General Office and wait in the foyer for their student to come and meet them.

Appointments or meeting with staff:

As staff are busy teaching most of the time, appointments are required if a parent/guardian needs to see a particular staff member.

Appointments can be arranged via the General Office, or personally over the telephone.

Staff must let the general office know if they are expecting any visitors or holding a meeting.

The office reception staff will greet all visitors to the College upon arrival, have the guests sign in the COMPASS KIOSK and contact the appropriate staff for the appointment or meeting.

EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	August 2023
Review date	2026
DET/VRQA required	Yes