

Visitors to the College Policy

Policy Development and Management

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Rationale

Northside Christian College seeks 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 responsibility to protect and preserve our resources against theft, vandalism and misuse.

Goals

The goal of this policy is to provide a safe and secure environment for all members of the College community and the resources of the College. The College aims to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our College culture.

Definition

Visitors are defined as all people other than staff members, students, and parents / carers involved in the task of delivering or collecting children at the start or end of the College day.

Implementation

1. Whilst we actively encourage an inviting and open College community, the safety of our students, staff and resources remain our highest priorities.
2. This policy shall apply on College days between the hours of 8:30am - 3:50pm.
3. All visitors will be required to report to the College Office prior to undertaking any activity within the College, where they will be required to sign a "Visitors Book" and will be assigned a "Visitors" badge which they must wear at all times within the College. Similarly, visitors will be required to report to the College Office at the end of their visit to return their badge and to "sign out" in the Visitors Book.
4. Based on the visitor's purpose for attending the College, circumstances may require that they be accompanied by a member of the College staff.
5. Under the Working with Children Act 2005, volunteers or paid workers in the College are required to have a Working with Children Check. The Royal Commission into Institutional Responses to Child Sexual Abuse made several recommendations aimed at strengthening the protection children receive through Working with Children Checks. One amendment to be aware of is that even if a person's contact with children as part of their child-related work is supervised by another person, they will still need to apply for a Working with Children Check (Check). Furthermore, the definition of 'direct contact' now includes oral, written or electronic communication as well as face-to-face and physical contact. See the College Working With Children Policy for more information.
6. Comfortable and non-intimidating waiting and interviewing spaces will be made available.
7. The above-mentioned process for managing and monitoring visitors will be published on the College website and signage to direct visitors to the Office will be placed at the College entrance.
8. Visitors within the College who have failed to follow this process will be reminded to do so by staff.
9. Under the Summary Offences Act 1966, 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.
10. 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.
11. Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or

a designated member of staff. No photos of children will be permitted without the approval of the parents / guardians. Teachers will be notified prior to the event that visitors will be taking photographs.

Notifying the Principal

Where the visitor to the College is a Union Representative, Ambulance Driver, Police Officer on business, Worksafe Officer or Media / Press Representative then the Principal, or nominated delegate, is to be informed. Except for Ambulance Drivers, all other visitors falling into this category are to be requested to wait at the College Office Reception until instructions are received and then direct them to the appropriate area / personnel.

Casual Relief Teachers

From time to time, Casual Relief Teachers (CRTs) undertake duties at Northside Christian College. On arrival, these teachers are required to report to the College Office. They are required to meet with the Principal or the Principal's delegate to be briefed for the day. CRTs are to wear a CRT badge that should be worn for the duration of their engagement. The badge is returned to the College office at the end of the period of engagement.

Deliveries

All deliveries are to be made to the College Office. In general, there is no need for delivery personnel to enter classrooms unless delivering specific items to the College e.g. book displays in staff room or library, or for bulky deliveries e.g. furniture, landscaping supplies, etc.

Pets at the College

We do not encourage pets from home to visit our College except on special occasions. Approval from the Principal is required before any pet may come onto the College grounds.

Contractors

Contractors are required to report to the College Office upon arrival on site and sign in. The responsibility for their safety, in event of evacuation, rests with the College personnel whom they are working with. Staff should also note their visitor's departure time. A visitors badge must be issued and worn for the duration of the visit.

Parent-Interviews

We understand that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the College morning Home Group. For matters of a more serious nature, they are best to make an appointment to see their child's teacher and visit the College at a mutually convenient time.

If parents have any issue with a student, they are not to approach individual students. They must make an appointment to see their child's teacher or the Director of Learning / Head of School about the matter in the first place.

Challenging Strangers

Any person on site during school hours who is not accompanied by a staff member or is not wearing an identification badge is to be challenged regarding their presence on the College premises.

Do not assume that because someone is walking through the College premises that they have permission to do so. It is better to challenge a person than to allow a stranger access to students. Parents will understand that you are acting in the best interest of their children and the other students in the College.

Risk Management

Visitors entering the College will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort by the College Office staff, Principal, Director of Learning / Head of School or (in the case of school incursions) the Teacher in Charge of the event or incursion.

The College's Emergency Management Procedures will ensure that visitors within the College at the time of any emergency or practice drill will be identified and directed appropriately.

Parents of students transferring into Northside Christian College will be provided with an overview of the College's OHS, Emergency Management and Anaphylaxis Management policies upon enrolment. These policies will be documented in the College handbooks or on the College website. Parents of prospective students will be provided with this information during the transition interview.

Exemptions

At times, there will be a large number of people on the College premises. Visitors do not have to report to the College Office and no badge is required for the following activities: Open Day, Parent-Student-Teacher Interviews and Information Nights. The Principal will make a decision regarding other exemptions.

Child Safety

Northside Christian College is committed to developing policies and procedures to create and maintain a child safe school environment. Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. A variety of policies are in place to demonstrate the College's commitment to child safety. The Principal and supervising staff must ensure that visitors to the College are not putting any child's safety at risk. If in doubt, staff must contact the Principal. Under the Summary Offences Act 1966, 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 of the College's operating hours.

Communication

These guidelines will be published on the College website and in the newsletter, and will be reinforced by College staff on commencement of classes and as required.

Responsibilities

The Principal has overall responsibility for the implementation of this policy.

Evaluation

This policy will be reviewed as part of the College's three-year review cycle, and at times when our emergency management procedures are under review.

Related Policies

Working With Children Policy
Child Safety Policy Code of Conduct and Procedure
Police Checks Policy
Emergency Management and Critical Incident Plan
Occupational Health and Safety Policy
Volunteers Policy

Related Legislation:

Working with Children Act 2005
Education and Training Reform Act 2006

Information Privacy Act 2000
Ministerial Order No. 870

Document History

Approved by the Committee of Management in 2013.
Updated by the Deputy Principal in April 2017.