



Northside
Christian College

Visitors to the College Policy

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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" (See Appendix A) 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. (Please refer to the College's Child Safety Policy for additional information about the Child Safe Standards – Quick Reference Guide). A copy is also attached to this policy document.
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.

Child Safety

The College has procedures in place for the assessment and verification of the suitability of visitors to assist the College in maintaining a child safe environment. Please refer to Appendix B. Additional guidance for Volunteers is available in the Volunteers Policy Volunteers Policy (Policy No. 29).

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.

Northside Christian College supports and respects all children, staff and volunteers. This respect also extends to visitors at the College. Northside Christian College is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

The College is also committed to ensuring that racism is identified, confronted and not tolerated, and any instances of racism within the College are addressed with appropriate consequences.

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 (please refer to the Daily Org email for information about who is Daily Org during school hours) 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 visitor's 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.

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

Principal

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

Staff

Staff are responsible for:

- Supporting with the implementation of this policy.
- Being aware of policies and procedures in relation to Child Safety.

Visitors

- Take reasonable steps to ensure your own safety.
- Follow policies, procedures and direction as appropriate from Northside staff.
- Behaviour must be in line with College expectations and codes of conduct.

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 (Policy No. 40)
- Child Safety Policy Code of Conduct and Procedure (Policy No. 1)
- Police Checks Policy (Policy No. 31)
- Emergency Management and Critical Incident Plan (Policy No. 10)
- Occupational Health and Safety Policy (Policy No. 50)
- Volunteers Policy (Policy No. 29)
- Parent Code of Conduct (Policy No. 56)
- Occupational Violence and Aggression Policy (Policy No. 71)

Related Legislation:

- Education and Training Reform Act 2006
- Information Privacy Act 2000
- Worker Screening Act 2020 (Vic)
- Occupational Health and Safety (OHS) laws and regulations
- Ministerial Order No. 1359

VISITORS – Attendance Register

Please note: It is a requirement on arrival, that you have your temperature tested by reception staff

Northside Christian College – Visitors Attendance Register						
Date	Name	Phone number	Check-in time	Check-out time	Relationship with business	Area(s) visited
<i>e.g. DD/MM/YY</i>	<i>e.g. John Smith</i>	<i>e.g. 1234 5678</i>	<i>e.g. 10am</i>	<i>e.g. 11am</i>	<i>e.g. employee, visitor, cleaner</i>	<i>e.g. Room number or area: Fishbowl, Music Room (see map) etc.</i>

Northside Christian College is required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all visitors permitted onsite.

Appendix B

CHILD SAFE STANDARDS – DOCUMENT QUICK REFERENCE GUIDE

Classification	Note	Policy / Agreement	Northside Child Safety Code of Conduct	Organisations CS Policy / Statement of Commitment	VIT Registration	WWCC	Photo ID (if 100 Points is not required)	100 Points Identification	National Police History Check	Other	Responsibility
Camp / Excursion / Outdoor Activity Provider		A, E	Yes	Yes (if applicable)	N/A	Yes	No	No	No	Insurance; Qualifications/ Registrations; Risk Assessments	Lead Teacher / Director of Learning
Contractors – One-off (short term / day)	1	B	No	No	N/A	No	No	No	No		Admin/ Property Mgr/ Business Mgr
Contractors – Ongoing (long term / repeat)	1	B	Yes	Yes (if applicable)	N/A	Yes	No	No	No	Insurance; Qualifications/ Registrations; Work Plan	Acc Payable/ Admin/ Property Mgr/ Business Mgr
Non-Staff Workers Engaged by College	5, 7	G	Yes	Yes (if applicable)	Yes (if applicable)	Yes / No (Note 8)	Yes / No (Note 8)	Yes / No (Note 8)	Yes / No (Note 8)		Teacher/ Director of Learning/ Admin
Non-Staff Workers Engaged by Parents	6, 7	H	Yes	Yes (if applicable)	Yes (if applicable)	Yes / No (Note 8)	Yes / No (Note 8)	Yes / No (Note 8)	Yes / No (Note 8)		Teacher/ Director of Learning / Admin
Pre-Service Teacher	2	C	Yes	Yes (if applicable)	N/A	Yes	N/A	Yes	No		Admin/ Pre-Service Teacher Coordinator / Director of Learning
Staff – Non-Teaching		D	Yes	N/A	N/A	Yes	Yes	Yes	Yes	Medical Info	Business Mgr
Staff – Teachers		D	Yes	N/A	Yes	No	N/A	Yes	No	Medical Info	Business Mgr
Visitors – One-off	3		No	No	N/A	No	No	No	No		Admin
Volunteers	2	E	Yes	N/A	N/A	Yes	N/A	Yes	No	Medical Info	Admin/ Director of Learning
Workplace Learning – Employer	4	F	Yes	Yes (if applicable)	N/A	No	No	No	No		Careers Coordinator

(Notes and Agreements are over page)

Notes

1. Property-related contractors to remain under the direct supervision of Property Management staff members at all times
2. To remain under the supervision of teaching staff at all times
3. To remain under the supervision of an appropriate staff member at all times
4. Follow the Workplace Learning guidelines
5. Includes Book Week authors / illustrators, Bus drivers, Camps staff, Exam supervisors, Guest speakers, Occupational therapists, Speech therapists, Sport coaches
6. Includes Music examiners and accompanists, Occupational therapists, Speech therapists, Subject Tutors
7. College to provide Child Safety Policy, Vision and Mission Statement, Our Values, Objectives, Philosophy, Dress Code, List of '100 Points' identity documents
8. Visiting Northside on 5 or less occasions pa:
 - VIT Card or WWCC + Photo ID requiredVisiting Northside on more than 5 occasions pa:
 - VIT Card + 100 Points ID or
 - WWCC + 100 Points ID + NPHC

Other Related Policies, etc

- Child Safety Policy Code of Conduct and Procedure (Policy No. 1)
- Child Safe Code of Conduct
- Engagement of Non-Staff Workers Policy
- Camps and Excursions Policy (Policy No. 44)
- Non-Staff Workers Engaged by Parents Policy
- Visitors to the College Policy (Policy No. 32)
- Volunteers Policy (Policy No. 29)
- Workplace Learning Guidelines

Policy / Agreement

- A. Outdoor Activity Provider Questionnaire and Declaration Policy
- B. Occupational Health and Safety Policy – see contractor induction
- C. Pre-Service Teacher Agreement
- D. Employment Policy / Offer of Employment
- E. Volunteer Policy / Volunteer Agreement
- F. Work Experience Arrangement Form
- G. Memorandum of Understanding – Non-Staff Workers
- H. Written proposal by Parent (which must be approved by Principal or delegate)