



SCHOOL VISITORS POLICY

Rationale:

Brookside P-9 College strives to provide an open and friendly learning environment, which values and actively encourages visitors to our college, whilst also promoting the safety and wellbeing of students. All college staff are committed to protecting students from abuse or harm in the environment.

Brookside P-9 College is mindful of its obligations under the **Child Safe Standards** (Ministerial Order 870 - effective August 1st 2016) 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 and staff.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our college.
- To encourage parents/ caregivers/ extended family and relevant members of the community to volunteer at Brookside P-9 College.
- To ensure that all visitors support the educational objectives and values of the College and do not cause controversy.
- To protect the privacy of students and staff.
- To recognise that the College is not a public place.

Implementation:

- Visitors are defined as all people other than staff members, students and parents/caregivers involved in the task of delivering or collecting students at the start or end of the school day.
- All visitors will be required to report to the General Office prior to undertaking any activity within the College and sign in using VPass (iPad visitor management system). The printed visitor pass must be visible at all times whilst within the college grounds. Similarly, visitors will be required to report to the General Officer at the end of their visit to sign out using VPass.
- Visitors within the College who have failed to follow this process will be redirected to the General Office by a staff member, where the issue will be resolved
- Visitors may be required to have a Working with Children Check (WWC check) and sign the College's Child Safety Code of Conduct – please refer to the College's Working With Children Check Policy.
- 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

college, and also has the authority to invite or exclude people from using or being within the school boundaries outside of school operating hours.

- 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. Regular visitors will be familiarised with the college emergency evacuation plan.
- Visiting speakers' suitability will undergo due diligence and if approved by the Principal, will be briefed prior to engagement on college expectations.
- Parents will be advised of any unusual events bringing visitors to the college for extended periods, (e.g. major works) and will be advised of the security arrangements where applicable.
- Visitors are not permitted to take photos under any circumstances unless they have Principal and parent permission.

Evaluation:

This policy will be reviewed as part of the College's three year review cycle

Last reviewed September, 2017.