Visitors Policy

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PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

"To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world."

POLICY DOCUMENT INFORMATION

TITLE: Visitors Policy

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ACKNOWLEDGEMENTS: Vic Government Schools Reference Guide

PURPOSE: To provide policy and direction for all the College Community.

RELATED DOCUMENTS: Child Protection Policy, child-safe Code of Conduct and Reporting Procedures
OH&S Policy and Procedures
St Andrews Christian College Statement of Belief
Student Wellbeing Policy
Working With Children Check Policy

KEY DATES

ISSUE DATE: November 2020

REVIEW DATE: 2023

1. PURPOSE

We seek to provide 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. The purpose of this policy is to ensure that the College has in place measures to effectively screen, manage and supervise all visitors.

St Andrews Christian College community has a commitment to child safety and has zero tolerance for child abuse.

2. AIM

To establish protocols and procedures that effectively screen, monitor and manage visitors; to provide a safe and secure environment for our students, staff and resources.

3. TYPES OF VISITOR

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. Visitors may include, but are not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
    - o parent and community volunteers
    - o invited speakers
    - o sessional instructors
    - o representatives of community, business and service groups
- those who are conducting business such as:
    - o uniform suppliers
    - o booksellers
    - o official school photographers
    - o commercial salespeople
- trades people
- children's services agents
- talent scouts
- public officials (for example, ministers, members of parliament, mayor)
- Department staff including allied health practitioners (regional and central offices)
- Department of Health and Human Services Child Protection Workers, and Victoria Police

Visitors may require a WWCC – see *Working with Children Check Policy*, and comply with the St Andrews Christian College *Child protection Policy,* and adhere to the *Code of Conduct.*

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

4. IMPLEMENTATION

Signing In and Out

All visitors will be required to **report to Reception** at the Administration Office prior to undertaking any activity within the school. Signage at the entry points directs all visitors to Reception where they will be required to sign in via the PassTab Visitor Management System, which harvests data such as name, contact mobile phone number and time in-time out.

The system requires visitors to declare if they are present in the college on 'child-related' or 'non-child-related' business. **For those on 'non-child-related business,** a Visitor sticker will be issued that shows their name and business. Such visitors need to sign out when leaving.

For those on 'child-related business, a Working With Children Check card must be produced. The system is able to link with the WWCC agency and immediately verify the currency of the card produced. Visitors with an invalid card will not be able to continue the visit. If the card is valid, then the Visitor sticker will be issued. Similarly, these visitors will be required to report to Reception at the end of their visit to 'sign out' in the system. The system securely stores all historical data. In an emergency such as an evacuation, all visitors are accounted for in the process of checking at the evacuation point. Visitors must comply with directions of school staff if an emergency evacuation or lock down takes place while they are on the College site.

Visitors will be provided with directions, an induction on 'Child Safe Code of Conduct' if necessary, and will be made aware of any construction or maintenance works that may impact upon their safety or comfort.

The above-mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will be evident at Reception.

Visitors within the school who have failed to follow this process (that is, they are not officially designated 'Visitor' on the sticker or lanyard) will be directed to Reception by a staff member, where the issue will be investigated and 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 College boundaries outside College operating hours.

Note:
During major building projects, the site manager is responsible for registering visitors who come onto the building site (i.e. the screened of works area).

5. PRESENCE OF OTHER ORGANISATIONS IN THE COLLEGE

St Andrews Christian College exists to deliver Christian education and to be a Christian community that honours God and operates in alignment with biblical principles and standards of behaviour. All activities must be aligned with our *Statement of Belief* and the protocols and codes of conduct that are in place.

However, various organisations can hire some of the facilities of the College or operate within College buildings with appropriate approval. This involves entering into a Hiring Agreement that declares knowledge of and compliance with College Child Protection Policies and Code of Conduct, and other relevant policies.

Meetings by varied organisations or political parties will not take part in critical times for the school or in election periods.

The Principal will make the final decision on which visitors and organisations visit the College.