



# VISITORS POLICY

## Rationale:

- 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.

## Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

## Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
  - Visitors are defined as all people other than staff members, students, and parents/guardians.
  - All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be issued with a visitor's pass which they must carry with them at all times while they are in the College. Similarly, visitors will be required to report to the administration office at the end of their visit to sign out.
  - Parents who wish to speak to a student must report to the College office, and the student will be brought from class or from the yard.
  - Comfortable and non-intimidating waiting and interviewing spaces will be made available.
  - Visitors may require a Working With Children Check – see WWC Check policy.
  - 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.
  - The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
  - 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.
- Ararat College is committed to child safety (Ministerial Order No. 870) and takes all reasonable steps to ensure that the safety of our students is paramount.

This policy was last ratified by School Council in June 2018

This policy is due for review in....

June 2021