

Edenhope College VISITORS TO SCHOOL 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.
- EDENHOPE COLLEGE is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective September 1, 2019) 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, staff and resources.
- To establish protocols and procedures which effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.
- To ensure that any programs delivered by visitors are delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in section 1.2.1 of the *Education and Training Reform Act 2006 (Vic)*: elected government, the rule of law, equal rights before the law, freedom of religion, freedom of speech and association, the values of openness and tolerance.

Implementation:

- 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. (Parents and guardians who are dropping off food, equipment for students, are to deliver these good to the front office).
- If visitors present information to students, staff organising the presentation must inform the relevant Assistant Principal or the Principal of the nature of the presentation prior to the visit.
- All visitors will be required to sign a Visitors' book and may be assigned a Visitors' badge which they must wear at all times within the school if they do not have their own identification sticker. Visitors will be required to sign out of the Visitors' book and return their sticker before leaving the school.
- Visitors may require a 'Working with Children Check' – see Working with Children 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 published annually in the school newsletter.
- School signage will direct visitors to the General Office.
- 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.
- Students who are visiting the College from another school need to be under the direct supervision of an accompanying staff member. The staff member should sign the student group (description), into the visitor's book, with their own name assigned to the group.
- Visitors to the College must only go to the areas of the College in which they have an assigned activity.
- Visitors who attend for student activities (e.g. Parents on sports days) must only go to the areas in which there is an assigned activity and be in the presence of supervising staff at all times. Parents of students at the college do not have to sign in on designated sports days or whole school activity days but must only be in the area where the activity is taking place and in the presence of supervising staff at all times.

Evaluation:

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

School Council Ratification Date November 2019

Reviewed: June 2020

Scheduled for review: no later than July 2024.

Reference: <http://www.vrqa.vic.gov.au/childsafes/Pages/resources.html>