



Mount Clear College

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:

1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. 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. It should be noted that although Contractors, Tradespeople and volunteers are visitors to our College, there are separate procedures specific to these visitors.
3. Any visitors entering the College beyond the Administration area of the College must hold a current Working With Children Check and present this evidence at the time of their visit.
4. All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
5. Comfortable and non-intimidating waiting and interviewing spaces will be made available.
6. Visitors will be provided with directions and will be made aware of any construction works etc that may impact upon their safety or comfort.
7. The abovementioned process for managing and monitoring visitors will be available on the College's website and will appear at all school entrances.
8. Visitors within the school who have failed to follow this process will be reminded to do so.
9. 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.

References: Vic Govt Schools Reference Guide -

<http://www.eduweb.vic.gov.au/referenceguide/resources/default.htm>

10. Should a student of Mount Clear College wish to have a 'friend' or 'relative' who is not an enrolled member of the school attend for a period of time as a "student visitor", the Principal must be notified at least 48 hours prior to the proposed date of visit, and as per point 8, reserves the right to prohibit the potential visitor from entering the school.
11. 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.

Evaluation

Approved By	School Council – Dec 2017
Date Created	September 2017
Responsible for Review	Assistant Principal
Next Review Date	September 2019
References	Victorian Government Schools Reference Guide