

Rationale

Hazel Glen College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our College. At the same time we recognise our duty of care to ensure a safe environment for our students, staff and visitors and we recognise our responsibility to protect and preserve our facilities against theft, vandalism and misuse.

Aims

To provide a safe and secure learning environment for our students, staff and to maintain the quality of our facilities. To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our College.

Implementation

1. Definition

1.1. Visitors are defined as all people who seek to enter our College other than:

- a) staff members and students
- b) parents/guardians involved in:
 - the task of delivering or collecting children from the College
 - official College events (assemblies, organised meetings)
 - attending special events
 - authorised parent helper activities.

2. Responsibilities

- 2.1. 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 College boundaries outside College operating hours.
- 2.2. Visitors other than emergency service or emergency children's agencies are required to make prior arrangements for approval to visit the College.
- 2.3. All visitors are required to report to the administration office prior to undertaking any activity within the College to sign in using the College visitor register and be assigned a "Visitors" badge which they must be visible at all times within the College.
- 2.4. Visitors delivering programs directly to students are adequately supervised by teaching staff of the College.
- 2.5. Visitors not displaying College identification will be directed to the College office by a staff member, where the visitor and or induction process will be conducted. Staff will be vigilant in ensuring visitors have a valid reason for being on the premises and are wearing an appropriate College identification badge.
- 2.6. All records are retained as per Department requirements.

3. Procedures

- 3.1. All visitors are to record their name, signature, date and time and the purpose of the visit.
- 3.2. On completion of their visit, visitors are required to report to the administration office to return their badge and to "sign out" in the visitors register.

- 3.3. Contractors signing in are required to complete a site induction.
- 3.4. Visitors may require a Working With Children Check (WWC) – see Department WWC Check policy.
- 3.5. Visitors will be provided with directions, an induction relevant to their role and will be made aware of any construction works etc that may impact upon their visit.
- 3.6. 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.

Related Policies / Documents

Visitors Check Policy

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

HGC Site Induction Process?

Archives and Records Management Policy

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/archives.aspx>

Visitors in Schools Policy

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx>

Evaluation

This policy was created in Term 4 of 2017.

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