



# School Visitor Policy

## PURPOSE

### 1. Introduction

New Madinah 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 and staff, and we recognise our responsibility to protect students and staff, and to preserve our resources against theft, vandalism, and misuse.

### 2. Rationale

Anyone who is employed in work with children has an obligation to provide them with the highest possible standard of care and safety.

Schools are required to implement and maintain health and safety management procedures to ensure that no one in the school or vicinity is harmed or causes harm to others. This includes students, staff and visitors. To be able to maintain this policy, it is expected that New Madinah College will ensure that gates and fences are secured to prevent access to the College except by way of the designated visitors entrance where proper reception and induction can occur.

Any person other than a staff member or student is regarded as a visitor, and must be signed into the Visitors Book located at the reception desk. The entry door is the only door available for visitors - anyone approaching any other door should be directed to the main entry door.

In order to ensure that the security of the College is not breached, visitors should only be let into the College by a staff member or Director who should satisfy themselves as to the identity of the visitor and the purpose of the visit.

While we want to make sure the College is a welcoming place where people are treated cordially, staff must enquire as to the business of any 'stranger' in the school grounds. Greeting strangers and talking to them tells them they can be identified.

### 3. 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 College.

### 4. Registration and Accreditation of Non-Government Schools Reference

#### Safe and supportive environment – Student welfare

3.6.2 the school must: - *have in place and implement policies and procedures in relation to security, with specific reference to: Students, Buildings and Facilities, Evacuation procedures.*

## SCOPE

### 5. Publication and Distribution

The visitor policy and process for managing and monitoring visitors will be

- a) available on the school Intranet
- b) explained to new staff during their induction
- c) reviewed each year at the College start up staff meeting
- d) Summarised in the school newsletter regularly as a reminder
- e) available at the front office

## POLICY STATEMENT

### 6. Implementation

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

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.

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. Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort whilst on the school site.

Visitors within the school who have failed to follow this process will be reminded to do so and the school reserves the right to ask any person not authorised to be on the school site or who does not follow prescribed procedures to leave the school property.

Under the Summary Offences Act 1966, the Principal or College Coordinator 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 school operating hours.

The College'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.

## **PROCEDURE STATEMENT**

### **7. School signage**

The College will have at the entrance a sign clearly indicating the location of the Visitor reception area.

All visitors coming onto the site need to follow the Induction process which involves a minimum routine that all visitors sign in the Visitors Book at Reception, and are given a Visitors Badge before continuing to their destination and sign out and return the badge as they leave. The badge will include the school logo and the word "VISITOR".

If a visitor is seen not wearing a badge, it is the duty of all staff to politely remind them of our protocol and request that they return to the office to obtain a badge. This requirement is to ensure that school security and student safety is maintained. All visitors, whether well known to staff, parents, volunteers etc. are required to sign in and wear a visitor's badge. Reception/office staff are trained in the visitor induction programme including Safety & Health and emergency procedures.

All visitors must comply with other safety signs and notices displayed throughout the school site.

### **8. Parents/Caregivers**

Parents/Caregivers often come to the classrooms before and after school to make informal contact with teachers. This can be a valuable contact. If a Parent/Caregiver wishes to see a teacher other than for a very brief discussion, they are to make an appointment through the College office so full attention can be given to the discussion. Teacher contact must not interfere with the teacher's lesson delivery.

### **9. Voluntary Workers**

Volunteers are, for the purpose of the Schools WHS requirements, classified as 'workers'. Voluntary workers involved with Students must have a valid WWCC clearance as required by the School Child Protection Policy. Voluntary workers must be exposed to the same training and induction processes as teachers and other staff and should be fully conversant with the requirements and responsibilities, the same as an employee in relation to confidentiality, the School Ethos and all School policies and procedures.

Parents/Caregivers and Volunteers while encouraged to come and help at the school must in every situation, comply with the directions of the College Administration. The College Co-ordinator also needs to be advised in advance of the reason for the Volunteer being invited to the school, and give his/her prior approval. Parent helpers in the classroom MUST follow the direction of the class teacher.

## **10. Deliveries to the College**

Drivers making deliveries to a location other than the College administration are to be supervised while they are on the school premises, particularly if they are making a delivery to a location where students may be present. If vehicular access is required during school hours, the movements of the vehicle must be supervised until it is parked.

## **11. Contractors and Tradespersons**

All contractors, tradespersons, cleaners as well as casual or relief teachers working during school hours must provide the College with a valid WWCC number in accordance with the School Child Protection Policy. This must be validated by the School Administration before any work commences on site.

For emergency work where there has not been adequate time to obtain or validate any individuals WWCC number, the contractor must be accompanied by a member of staff for the duration that the contractor remains on site.

For contractors undertaking work on a regular basis (i.e. cleaners, grounds man, electricians and plumbers), the College needs to ensure that their Contractor Management Procedures address any. Contractors must show that they have a satisfactory Health & Safety system currently in place and be familiar with and adhere to the terms of the School WHS Policy.

Before any contractor commences work at the College for the first time, they are to be inducted into the College WHS System. This is to be carried out in accordance with the Contractor Management Procedure (5.5) in the WHS Manual. The checklist must be signed by both the contractor and the person conducting the induction and records retained.

## **12. Strangers in College Grounds**

When it appears that a visitor is on the College grounds for other than the usual reasons, and not wearing a College Visitors badge, they should be regarded as strangers. Duty staff should maintain the initiative and approach the visitor and politely remind them of our protocol and also send for the school Principal immediately.

Particular care should be taken with people seeking to see students during play breaks, particularly when there are custody issues with students.

Any person wanting to see a student or staff member should be directed to the Reception area where they can be attended to.

### **13. Public Relations and Media**

Staff must be aware of the Public Relations Procedures which have been established. These must be followed in the event of any request for information by a representative of the media, or any other member of the public, including the police. Any approach should be notified immediately to the Chairman of the Board and the Principal.

The Staff Handbook states:

“No questions from media regarding the School or the community are to be answered. Where applicable, the name and phone number of the caller are to be taken and the person advised that their details have been noted. The names of the Directors are not to be given, nor any promises made that a Director or anyone else will contact them. Permission for photographs must not be given under any circumstances. “

### **14. Accidents and Incidents**

In the event of a visitor, contractor or tradesperson being injured, it must be reported to the Principal who will complete an injury report.

## **DEFINITIONS and LEGISLATION**

RANGS document (Item 3.6.2)

Summary Offences Act 1966

Child Protection (Working with Children) Act 2012

## **ASSOCIATED DOCUMENTS and LINKS**

New Madinah College Child Protection Policy

New Madinah College Security Policy

Staff Handbook

New Madinah College WHS Policies

New Madinah College Media Policy

## **EVALUATION**

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