VISITORS POLICY

Rationale:

We seek 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 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 College.

Implementation:

- Whilst we actively encourage an inviting and open College, 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 involved in the task of delivering or collecting children at the start or end of the College day.

- All visitors will be required to report to the administration office prior to undertaking any activity within the College, where they will be required to sign in via COMPASS. The visitor must retain the paper slip which will illustrate their name, person visiting and photo. Similarly, visitors will be required to report to the administration office at the end of their visit to and sign out via COMPASS.

- Visitors will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort.

- Visitors within the College who have failed to follow this process will be reminded to do so.

- 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.

- 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.

    To meet the Child Safety Standards- Code of Conduct, Alkira SC requires all visitors, contractors, volunteers or any other person who is involved in child-connected work to undertake the following-

    - All CRTs listed for employment at the College to supply VIT registration in advance of offer of work.

    - All volunteers, contractors or those involved in child-connected work (other than teaching staff) to provide a Working with Children's Card, for photocopying and placement on school files.

    - Require evidence of identity (e.g. driver's licence / passport).

    - Applicant provide a true copy of their qualifications (CRTs / Contractors)

- Any CRTs, volunteers and / or contractors to be provided with a College 'Child Safe- Code of Conduct' document, affirming our commit to the safety and wellbeing of all children and young people at our College. The document will outlay the parameters of our commitment to child safety and list appropriate and inappropriate behaviours within this context. All CRTs, volunteers and / or contractors will need to sign a register annually, acknowledging their reading and understanding of requirements prior to commencing their child-connected work within Alkira SC.

Important areas that volunteers, contractors and any person working in a child-connected capacity must understand and acknowledge-

- Students come with diverse needs.

- Understanding of children's physical and emotional needs.

- Understanding professional boundaries.

- Communication skills.

- Possessing non-discriminatory attitudes or behaviours towards any child, for any reason.

- The College will set up a registration log, illustrating an multi annual recorded database, listing checks against those possessing- Working with Children documentation, VIT, reading and acknowledgement of Child Safety Standards- Code of Conduct processes and protocols.

- Alkira SC is committed to pro-actively and systematically identifying and assessing risks to student safety across our entire school environment and reducing or eliminating (where possible) all potential sources of harm. We will document, implement, monitor and periodically review our risk management strategies for child safety relevant to visitors, contractors, CRTs, volunteers (and all others involved in child connected work) to ensure that our strategies change as new risks arise. All risks to child safety will be listed on our **Risk Register** and reviewed annually.

Evaluation:
This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **September 2016**