



# Visitors to School Policy

## RATIONALE

St Albans Secondary College recognises that high levels of parental and strong community involvement at the school are critical to student development and learning.

Community groups and agencies, business and philanthropic organisations also have a strong interest in improving outcomes for students, helping them pursue academic excellence.

At St Albans Secondary College parents and families are encouraged to be valued partners in their children's development and learning.

The College also strives to build strong partnerships between community services, schools, businesses and the broader community.

## GUIDING PRINCIPLES

Wherever possible, the College seeks new opportunities to advance students' learning, to increase their appreciation and experience of the cultural and social features of the school community and the wider community.

Interaction between St Albans Secondary College, community groups and business organisations inevitably leads to the presence of a range of visitors to the College, including parents, prospective parents, volunteer workers, invited guests, instructors, community representatives, booksellers, tradespersons, photographers, uniform suppliers, delivery personnel and members of the State and Commonwealth Parliaments etc.

The College acknowledges the potential risk in allowing visitors onto the College grounds and manages this risk, taking into account the nature and size of the College and the community.

## IMPLEMENTATION

St Albans Secondary College is an educational institution, and not a public place, and as such the following procedures are in place in relation to visitors to the College:

1. All visitors to the College must report to the General Office on arrival. Visitors are required to register their name, the name of their organisation, time of arrival and person they are visiting on the Compass kiosk located next to the General Office on arrival at the College. At the time of departure the visitor must record their departure again on the Compass Kiosk..
2. At the time of registration, visitors are presented with a 'Visitors or Contractors Badge' to be worn at all times during the visit. Badges are to be returned to the General Office when each visitor returns to register his / her departure on the Compass Kiosk.
3. All contractors and volunteer workers must produce a current 'Working with Children' card. (Working with Children Act 2005).
4. All contractors will be supplied with a safety vest upon arrival to the General Office and will wear the vest while on site at St Albans SC. The safety vest is to be signed back in upon the contractor's departure from the College.
5. All regular contractors visiting the College will be issued with a 'Contractor's Induction Handbook' outlining the emergency management plan and will participate in an induction process prior to commencing work.
6. Contractors and visitors must park their vehicles in the appropriate visitor's car park.

7. A copy of the Visitor's Policy is located in the General Office and is available for all visitors to the College.
8. Parents are to be notified in advance by a Coordinator or teacher in charge with regard to any visitors to the College relevant to their child/children.
9. Parental permission is sought for students participating in activities that include visitors to the school.
10. Visits by friends of students are not permitted.
11. Ex students are required to make an appointment prior to visiting with teachers.
12. Where the visit requires contact with students, the proposed visit must fall under the following criteria:

The visit / visitor:

- does not compromise the safety and privacy of students and staff
- must clearly serve an educational purpose, consistent with curriculum objectives
- is appropriate for students in the relevant age group and religion; that content of presentations and addresses will make a positive contribution to the development of students' knowledge and understanding
- is consistent with the values of public education
- must be negotiated with the College at a time convenient to the College, whether the visit is scheduled during or out of school hours, and cause minimum disruption to the function of the College.

## EVALUATION

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

This policy was last ratified by School Council in...	November 2016
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