

VISITORS TO COLLEGE POLICY

Preamble

At Mount Ridley P–12 College, 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. Visitors may include community groups, agencies, business and organisations who have a strong interest in improving student outcomes.

Rationale

Mount Ridley P-12 College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our College. It should be remembered that schools are educational institutions and not public places. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff, protecting them and our resources from potential risks posed by visitors.

Guiding Principles

At Mount Ridley P-12 College we actively encourage an inviting and open school. However, the safety of our students, staff and resources remain our highest priorities. At Mount Ridley College we aim to:

- Provide a safe and secure environment for our students, staff and resources; and
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our college.

Implementation

At Mount Ridley P–12 College:

- All visitors are required to report to one of the following offices, the Main Administration Office, the Early Years Mini School Office, the Senior Years Mini School Office or the Languages & Professional Learning Centre prior to undertaking any activity within the College. They will be required to sign into the “Visitors” book and will be assigned a “Visitors” pass which they must wear at all times within the College.
- All visitors must report to the Office where they initially signed in at the end of their visit to return their “Visitors” pass and be signed out.
- Visitors within the school who have failed to follow this process will be reminded to do so, and will not be able to continue with their visit until they have.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available.
- Visitors will be provided with directions and/or a member of staff to show them to the correct place.
- Visitors will be made aware of any construction or other works that may impact upon their safety or comfort.
- Parents/Guardians, where possible, will be notified in advance about visitors to the College.
- Where initiatives involve the use of public speakers, the content of the presentation must be provided to the relevant Mini School Assistant Principal or Leading Teacher, prior to the students being addressed. Presentations will be made in accordance with the College’s educational programs and not from individuals/groups wishing to use the College as a forum to advance their cause.
- Under the Summary Offences Act 1966, the College 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 school boundaries outside College operating hours.

- 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 appropriately catered for.

Evaluation

As part of the College review cycle this policy will be reviewed every three years.

Date policy ratified: May 2016

Date of next review: 2019