School Visitors Policy

Policy No. 3

Approved by School Board
February 2025

KERANG
Christian College

Rationale
We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. 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.

Goals
The goal of this policy is to provide a safe and secure environment for our students, staff and resources. The College aims to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

Definition
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.

Implementation
1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
2. This policy shall apply on all days the school is operating.
3. 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 in on the visitor sign in app (SinePro) 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 SinePro app. As part of the sign-in process (SinePro), visitors to the school are required to read and sign the Child Safety Code of Conduct.
4. Based on the Visitor’s purpose for attending the school, circumstances may require that they be accompanied by a member of the school staff. Visitors must remain in their designated areas to ensure safety for all students in the school.
5. Under the Working with Children Act 2005, volunteers or paid workers in the school are required to have a Working with Children Check. The Act requires certain volunteers who engage in ‘child-related work’ in schools to undergo a WWC Check. The Act exempts parents who are volunteering in activities in which his/her child ordinarily participates from requiring a WWC Check. See the College Working With Children Policy (Policy No. 13) for more information.
6. Comfortable and non-intimidating waiting and interviewing spaces will be made available.
7. The above-mentioned process for managing and monitoring visitors will be published on the College website and signage to direct visitors to the office will be placed at the school entrance.
8. Visitors within the school who have failed to follow this process will be reminded to do so by staff.
9. Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school,

and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

10. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognized and be appropriately catered for.
11. Visitors needing to take photos (e.g. surveyors, architects) will be escorted by the Principal or a designated member of staff. No photos of children will be permitted without the approval of the parents/guardians. Teachers will be notified prior to the event that visitors will be taking photographs.

Notifying the Principal
Where the visitor to the School is a Union Representative, Ambulance Driver, Police Officer on business, Worksafe Officer or Media / Press Representative then the Principal, or nominated delegate, is to be informed. Except for Ambulance Drivers, all other visitors falling into this category are to be requested to wait at the School Office Reception until instructions are received and then direct them to the appropriate area/personnel.

Casual Relief Teachers
From time to time, Casual Relief Teachers (CRTs) undertake duties at Kerang Christian College. On arrival these teachers are required to report to the school office. They are required to meet with the Principal or a delegate to be briefed for the day. CRTs are to wear a CRT badge that should be worn for the duration of their engagement. The badge is returned to the school office at the end of the period of engagement.

Deliveries
Initial contact regarding deliveries are to be made with the school office prior to entering school grounds. In general, there is no need for delivery personnel to enter classrooms unless delivering specific items to the school e.g. book displays in staff room or library, or for bulky deliveries e.g. furniture, landscaping supplies, etc.

Contractors / Service Providers
Contractors and service providers are required to report to the office upon arrival on site and sign in. The responsibility for their safety, in event of evacuation, rests with the school personnel with who they are working who should also note their departure time. A visitors' badge must be issued and worn for the duration of the visit.

Service providers who come onsite to meet with students individually such as psychologists, speech therapists and occupational therapists are also bound by their professional code of conduct. Such service providers will be allocated to a meeting room in the College Student Services and Administration building for the purpose of these appointments. These appointments are determined in consultation with the parent/guardian.

Visiting Speakers / Incursion Personnel
Visiting Speakers and incursion personnel are required to sign in at the college office. Safety is paramount and as such all visiting speakers and incursion personnel are required to hold a WWCC and sign our Child Safety Code of Conduct. Where possible a copy of the Child Safety and Wellbeing Policy (including code of conduct) will be provided prior to the day.

Pre-Service Teachers
Pre-Service teachers are required to sign in at the college daily for the duration of their placement. Pre-Service Teachers will be provided with an induction process including but not limited to emergency procedures and child safety and wellbeing.

Communication
We understand that there can be occasions when parents wish to communicate with their child's teacher. If these matters are of a minor nature they are best communicated in writing to the teacher or just before the school morning Home Group. For any matters of a more serious nature, they are best to make an appointment to see their child's teacher and visit the school at a mutually convenient time.

If parents have any issue with a student, they are not to approach individual students while on the school grounds. They must make an appointment to see their child's teacher, the Head of School or Principal about the matter in the first place.

Challenging Strangers
Any person on site during school hours who is not accompanied by a staff member or is not wearing an identification badge is to be challenged regarding their business on the school premises.

Do not assume that because someone is walking through the school premises that they have permission to do so. It is better to challenge a person than to allow a stranger access to the students. Parents will understand that you are acting in the best interest of their children and the other students in the school.

Risk Management
Visitors entering the school will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort by the School Office staff, Principal, Head of School or (in the case of school incursions) the Teacher in Charge of the event or incursion.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be identified and directed appropriately.

Parents of students transferring into Kerang Christian College are advised to review the school's OHS, Emergency Management and Anaphylaxis Management policies on the College website upon enrolment. These policies will be documented in the College handbooks or on the College website. Parents of prospective students will be provided with this information during the transition interview.

Exemptions
At times, there will be a great number of people on the school premises. Visitors do not have to report to the school office and no sticker is required for the following activities: Open Day, Parent-Teacher Interviews, Information Nights and School Sport Carnivals. The Principal will make a decision regarding other exemptions.

Child Safety
Kerang Christian College is committed to developing policies and procedures to create and maintain a child safe school environment. Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. A variety of policies are in place to demonstrate the College's commitment to child safety. Upon arrival, all visitors must read and sign the Child Safe Code of Conduct. The Principal and supervising staff must ensure that visitors to the College are not putting any child's safety at risk. If in doubt, staff must contact the Principal. Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Communication
These guidelines will be published on the College website, and will be reinforced by College staff on commencement of classes and as required.

Evaluation
This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

Related Policies
Working With Children Policy (Policy No. 13)
Police Checks Policy (Policy No. 12)
Emergency Management Plan Policy (Policy No. 9)
Occupational Health and Safety Policy (Policy No. 10)
Volunteers Policy (Policy No. 45)
Child Safety and Wellbeing Policy (including Code of Conduct) (Policy No. 54)

Related Legislation:
Working with Children Act 2005, Education and Training Reform Act 2006, Information Privacy Act 2000, Ministerial Order No. 1359

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