



Catholic College Sale

VISITORS ON CAMPUS POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Visitors on Campus Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

At CC Sale we aspire to providing an inclusive, friendly and welcoming College environment. While honouring this aspiration, the College has a duty of care to ensure a safe environment for students, staff and visitors, and to protect and preserve our resources against theft, vandalism and misuse.

3.0 PURPOSE AND SCOPE

This policy aims to facilitate the safety and wellbeing of all members of the College community and to safeguard the College resources. It outlines procedures that visitors are expected to observe when entering the College grounds. It also presents procedures for staff, students and parents to observe in identifying and responding to visitors to the College.

All members of the community – staff, students, parents, volunteers and contractors – share the responsibility for ensuring that CC Sale is a welcoming and safe environment. Compliance with this policy is a requirement of the whole school community.

4.0 PRINCIPLES

- 4.1 The College is committed to providing a safe, secure and welcoming environment for students, staff, parents, volunteers, contractors and visitors.
- 4.2 All College staff, whatever their role, carry the primary responsibility for ensuring that the work they undertake or supervise is carried out safely and without potential risk or injury to students, themselves or others on campus.
- 4.3 Visitors to the College are expected to follow school procedures governing entry to and behaviour on College grounds, including any restrictions that may be imposed.

5.0 DEFINITIONS

Visitors: All people other than staff members and students and parents/guardians involved in dropping off or picking up their child at any time in the school day.

Short-term visitor: A person who enters the College grounds for a period of time which is less than half a day on a particular day, e.g guest speaker, consultant.

Day visitor: A person who enters the College grounds for the entire school day, on a particular day, e.g. trades person, guest speaker, consultant.

Regular visitor: A person who enters the school grounds on a regular basis throughout the school year, i.e. casual relief teacher, building services contractor or sub-contractor, couriers, postman.

6.0 PROCEDURES

6.1 Working with Children Checks

In keeping with Victoria's Child Safe Standards under Ministerial Order No. 1359, contractors and other workers on school sites (e.g. photographers, guest speakers, consultants) are expected to hold a current Working with Children Check (WCC). College staff who engage contractors are expected to check and confirm these arrangements with the contractor.

Some exceptions apply in instances where a contractor has not undergone a WCC, for example, his/her work at the College is for a short period of time and does not involve any contact with students. Exemptions are granted at the discretion of the Principal or the Principal's delegate (e.g. the Business Manager or member of the Leadership Team).

Staff are requested to confer with the Principal or delegate before proceeding to engage contractors without a WCC. If an exemption is granted, staff engaging the contractor are to ensure that the contractor is not left unsupervised at any time.

6.2 Short-term and day visitors

Short-term and day visitors are to:

- report to Reception during office hours and sign in via the electronic Passtab system;
- enter the requisite information (e.g. WCC);
- read and consent to the College's Child Safety *Code of Conduct*;
- wait at Reception for the contact person;
- wear/clearly display the Passtab identity tag for their entire visit;
- sign out via the Passtab system when departing the College.

The contact person is to accompany his/her visitor at all times.

6.3 Regular Visitors

Casual Relief Teachers: Casual relief teachers are to report to Reception, then the Daily Organiser, on arrival. They are to wear and clearly display their identity tag throughout their time at the College on a particular day.

Building services contractors and sub-contractors: Contractors and sub-contractors are inducted into the school by the Property Manager. They are to enter the site via Reception and sign in. They must wear an Identity tag during school hours.

Couriers: Persons delivering items to Food Technology and the Canteen do not need to report to Reception but must be accompanied by the contact person at all times while at the College. These visitors are expected to wait at Reception until met by the contact person. All other couriers are to report to Reception before delivering goods to various campus areas.

6.4 Expectations of Staff

Staff are expected to:

- engage with unfamiliar people who not wearing an identity tag and direct them to Reception. If there is any sense of feeling unsure or unsafe, staff are to contact Reception and seek assistance;

- reinforce with students the expectation that they not engage with unfamiliar people on campus who are not wearing an identity tag, also, that they report unidentified/unfamiliar visitors to staff members;
- accompany and supervise visitors to the school as required (see above); Record breaches and file incident reports in the appropriate section of the College's risk and compliance register,

6.5 Expectations of Students

Students are expected to:

- not approach unidentified visitors on campus (i.e. those not wearing an identity tag);
- advise a staff member immediately if they see or are uncertain about unidentified visitors on the College grounds.

6.6 Expectations of Parents/Guardians/Carers

Parents are expected to:

- report to Reception, sign in, and wear an identity tag if attending the College for more than half the day between the hours of 8.00am and 5.00pm;
- report to Student Services if collecting a student for early departure;
- drop items/messages for students at Student Services;
- reinforce with their child that they not engage with unfamiliar people on Campus who are not wearing an identity tag and report unidentified/unfamiliar visitors to staff members.

6.7 Expectations of School Administration

The Principal and school administration staff are to ensure that:

- appropriate and adequate signage is placed around the College to direct visitors to Reception immediately upon entering the College grounds;
- parents are advised of the Visitors Policy via the school website and via periodic reminders of the policy in the school newsletter;
- staff are advised of this Visitors Policy via SIMON and via periodic reminders at staff meetings;
- designated regular visitors wear appropriate identification at all times while attending the College;
- follow up actions are taken where necessary regarding policy breaches and incident reports.

7.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Information and Agreement for Volunteers and Contractors
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- ON-SITE Supervision of Students Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines)

8.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

9.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2022
Next Review Date	June 2024