

VISITORS POLICY

Purpose

Western Port Secondary College is committed to the safety of all children and young people. Western Port Secondary College acknowledges that strong community involvement in the college is critical in student development and learning. Parents and families are valued members of the school community and in their child's development and learning. As the College is an educational institution and not a public place the safety and privacy of students and staff is our highest priority.

Aim

- To ensure the safety of the College community is not compromised by visitors to the college.
- To ensure that the visitors to the College have a clear understanding of College expectations.

Implementation

- All visitors to the College are expected to enter the College via the High street entrance and register at Reception.
- Visitors will be granted a visitors pass if the purpose for the visit;
 - ✓ clearly serves an educational purpose and is consistent with curriculum objectives,
 - ✓ is age appropriate for young people in our College, and
 - ✓ is consistent with the values of the College and public education.
- All visitors must fill in the Visitors Registration Book at reception and visibly wear the visitors pass at all times within the College grounds.
- All visitors participating in student based activities must have a Working with Children Check or Criminal Records Check or be accompanied by a member of College staff.
- Parents/Guardians who are picking up or dropping off students are to come to reception and the College will arrange for a student to be notified.
- Visitors not preceding into the college ground beyond the Administration office do not need to sign in, this would include: parents making enquiries or payments, mail delivery contractors.
- Parents/Guardians are not permitted within the College grounds during the school day without first reporting to reception and collecting a Visitor Pass.
- All visitors are to follow all Occupational Health and Safety Guidelines including emergency management procedures. Evacuation Procedures are to be followed and are posted in every room and building in the College.
- Workmen/tradesmen who are contracted to work on building projects are expected to sign in with their employer/contractor and are not to enter the college grounds unless authorised to do so through a staff member. They are issued a visitors pass on a College lanyard that identifies them as having authority to be onsite.

- Parents will be notified and parent permission is required in advance if their child is to be involved in a program or event that is in addition to the students learning and development e.g.: Talent Scouts, Employers and Recruitment Officers.

Unwanted visitors are not to be on college grounds. If a staff member identifies an unwanted visitor (or trespasser) they are required to immediately notify a member of the Principal Team who will then escort the person/s off the premises or notify the police if necessary.

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

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>