

# Visitors on Campus

March 2017 (Revised)



## Rationale

At OLMC we aspire to providing an open, friendly and welcoming learning environment that 'extends hospitality to all'. 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.

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 follow in identifying and responding to visitors to the College.

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

## Principles

- OLMC is committed to providing a safe, secure and welcoming environment for students, staff, parents, contractors, guest speakers and other visitors.
- All OLMC 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.
- Visitors to the College are expected to follow school procedures governing entry to and behaviour on school grounds, including any restrictions that may be imposed.

## Definitions

<b>Visitors</b>	All people other than staff members, students and parents/guardians involved in dropping off or picking up their daughter(s) at any time in the school day
<b>Short-term visitor</b>	A person who enters the school grounds for a period of time which is less than two hours, on a one-off basis, on a particular day, i.e. courier, postman, parent, past student, sub contractor, guest speaker
<b>Day visitor</b>	A person who enters the school grounds on a one-off basis for the entire school day on a particular day, i.e. trades person
<b>Regular visitor</b>	A person who enters the school grounds on a regular basis throughout the school year, i.e. casual relief teacher, contractor or sub-contractor

## Procedures

### Working with Children Check

In keeping with Archdiocese of Melbourne policy, contractors and other workers on school sites (e.g. photographers, guest speakers, consultants) are expected to hold a current Working with Children Check (WCC). OLMC 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 (e.g. one day or less). Exceptions are granted at the discretion of the Principal or her delegate. i.e. the Business Manager or member of the Leadership Team.

Staff are requested to confer with the Principal or her delegate before proceeding to engage contractors without a WCC. In such cases, staff engaging the contractor are to ensure that the contractor is not left unsupervised at any time.

### Short-term Visitors

Short-term visitors are to:

- report to Visitors' Reception during office hours and sign in
- read and observe the *OLMC Code of Conduct: Safeguarding Children and Young People* (copies held at Reception)
- wait at Visitors' Reception for the contact person
- wear and clearly display a Visitor's badge throughout their entire visit.

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

Persons delivering items to Food Technology and the Canteen do not need to report to Visitors' Reception but must be accompanied by the contact person at all times while at the College. These visitors are expected to wait at the designated gate or loading zone until met by the contact person.

### Day Visitors

Day visitors are to:

- report to Visitors' Reception during office hours and sign in
- wear and clearly display a Visitor's badge throughout their entire visit
- read and observe the *OLMC Code of Conduct: Safeguarding Children and Young People* (copies held at Reception)
- wait at Visitors' Reception for the contact person.

If the visitor has a current WCC, he/she may be left unsupervised in the area being visited, otherwise the contact person is to remain with the visitor at all times.

### Regular Visitors

**Casual Relief Teachers.** Casual relief teachers report to the School Coordinator on arrival. They are to wear and clearly display a Visitor's Badge throughout the entire day.

**Contractors and Sub-contractors.** Contractors and sub-contractors are inducted into the school by the Building Services Manager. They are to enter the site via the rear gate and sign in at the Building Services Manager's Office.

Contractors and sub-contractors with a current WCC are allowed to work unsupervised throughout the school, while those without a current WCC must be supervised by a staff member during school hours. Contractors and sub-contractors wear a Visitor's badge during school hours. The exceptions are those who have been inducted into the school and/or are regular contracted workers. They must wear their identification tags or company uniform (for example, school cleaners must wear the uniform of Daniher's Cleaning Service).

### **Expectations of Staff**

Staff are expected to:

- Engage with unfamiliar people who not wearing a 'Visitor's badge and direct them to the Visitors' Reception. If there is any sense of feeling unsafe, staff are to contact Visitors' Reception and call for assistance.
- Reinforce with students the expectation that they not engage with unfamiliar people on campus who are not wearing a Visitor's badge; also, that they report unidentified/unfamiliar visitors to staff members.
- Accompany and supervise visitors to the school as required (see above).
- Wear a name badge throughout the day in order to minimise uncertainty about who may or may not be a visitor on campus.

### **Expectations of Students**

Students are expected to:

- not approach unidentified visitors on campus (i.e. those not wearing Visitor's badge)
- advise a staff member immediately if they see unidentified visitors on the school grounds.

### **Expectations of Parents**

Parents are expected to:

- report to the Visitors' Reception and wear a Visitor's badge if coming to the school for an extended period of time, between the hours of 8.00am and 5.00pm;
- report to the Visitors' Reception if collecting a student for early departure;
- drop items/messages for students at Visitors' Reception;
- reinforce with their daughter(s) that they not engage with unfamiliar people on campus who are not wearing a Visitor's badge and report unidentified/unfamiliar visitors to staff members.

### **Expectations of School Administration**

The Principal and school administration staff will ensure that:

- appropriate and adequate signage is placed around the College to direct visitors to the Visitors' Reception immediately upon entering the school 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 the Visitors Policy via the Portal and via periodic reminders at staff meetings.
- designated regular visitors wear appropriate identification at all times while attending the College.

**Policy Ratified: July 2010**

**Policy Reviewed: May 2014, March 2017**

**Person Responsible: Principal**