

Visitors Policy



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Visitors Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Visitors Policy
AUTHORS:	C. Wansbrough; Updated by N. Farmer
ACKNOWLEDGEMENTS:	Vic Government Schools Reference Guide
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	Child Safety Code of Conduct OH&S Policy and Procedures St Andrews Christian College Statement of Faith Student Wellbeing Policy Working With Children Check Policy

KEY DATES

ISSUE DATE:	September 2016
REVIEW DATE:	2018 or as legislation requires.



1. 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.

St Andrews Christian College community has a commitment to child safety and has zero tolerance for child abuse.

2. AIM

To establish protocols and procedures that effectively monitor and manage visitors; to provide a safe and secure environment for our students, staff and resources.

3. GUIDELINES

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 require a WWCC – see *Working with Children Check Policy*, and comply with the St Andrews Christian College *Child Safety Code of Conduct*.

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.

4. IMPLEMENTATION

- All visitors will be required to report to Reception at the Administration Office prior to undertaking any activity within the school, where they will be required to sign a 'Visitors' book and will be assigned a 'Visitor' badge which they must wear at all times within the school, as long as it is safe to do so. Similarly, visitors will be required to report to Reception at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- Visitors will be provided with directions, an induction if necessary, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will be evident at Reception.
- Visitors within the school who have failed to follow this process will be redirected to Reception by a staff member, where the issue will be resolved.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or drill will be recognised and be appropriately catered for. Visitors must comply with directions of school staff if an emergency evacuation or lock down takes place while they are on the College site.
- Under the Summary Offences Act 1966 and subsequent amendments, 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 College boundaries outside College operating hours.

Note:

During major building projects, the site manager is responsible for registering visitors who come onto site.



5. PRESENCE OF OTHER ORGANISATIONS IN THE COLLEGE

St Andrews Christian College exists as a school for God's glory, so we need to remain focused on His priorities and for His purposes for the College. All activities must be in alignment with our *Statement of Faith*.

Although we intend to be open to all so His light is witnessed, we need to be careful not to be used by people or organisations for purposes and intent that conflict with the College ethos. Meetings by varied organisations or political parties will not take part in critical times for the school or in election periods.

The Principal will make the final decision on which visitors and organisations visit the College.