



Nunawading Christian College Primary Visitors Policy

Document Control

| Revision Number | Implementation Date | Review Date | Description of Changes | Prepared By | Approved By |
|-----------------|---------------------|-------------|------------------------|-------------|----------------|
| 001 | March 2017 | 2020 | Adapted for NCCS | NCCP Admin | School Council |

Rationale

Nunawading Christian College Primary adopted the visitor's policy because:

- We seek to provide an open and inclusive learning environment which values and actively encourages visitors to our School;
- We recognise our duty of care to ensure a safe environment for our students and staff;
- We recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse;
- We wish to provide the assurance that Nunawading Christian College Primary is a safe and secure place.

Aims

The aims of the visitor's policy are to:

- To provide a safe and secure environment for our students, staff and resources;
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school;
- Assure parents and the public that Nunawading Christian College Primary is a safe and secure place.

Policy Statement

The Visitor's Policy involves the following:

1. 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;
2. All visitors will be required to report to the administration office prior to undertaking any activity within the school;
3. Upon arrival, all visitors will be required to 'sign in' to a "Visitors" book and will be assigned a "Visitor" badge which they must wear at all times while within the school;
4. 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' of the "Visitors" book;
5. The Reception office must be the first point of contact upon arrival at the College;
6. Visitors will be provided with directions, and will be made aware of any activities (construction works, etc.) that may impact upon their safety or comfort;
7. The above-mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances;

8. Unknown individuals who are seen without a “visitor” badge will be questioned
9. Visitors who have failed to follow this process will be reminded to do so, and if practicable, escorted to the office;
10. Individuals who refuse to follow the correct procedures will be asked to leave the College property, (Police maybe called)
11. 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 to invite or exclude people from using or being within the school boundaries outside school operating hours;
12. The school’s emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.