Daylesford Secondary College No. 7115

Visitors Policy

RATIONALE

Daylesford Secondary College 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. As per the Government Schools Reference Guide, schools are not public places. This policy should also be read in conjunction with the Daylesford Secondary College Volunteers Policy.

AIMS

• To provide a safe and secure environment for our students, staff and resources.

• To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.

IMPLEMENTATION

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

2. 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.

3. Visitors will be allowed into the school if:

   • they clearly serve an educational or other purpose consistent with college curriculum objectives and other requirements
   • they are appropriate for children or young people in the relevant age group,
   • their purpose consistent with the values of public education
   • they are here for the purpose of facilities maintenance and or OH&S requirements etc.

4. Talent Scouts may only be permitted in the school with prior approval by college council.

5. Visiting Speakers are in a particular privileged situation in that they have the opportunity to directly influence students. The college must ensure that the content of presentations and addresses will make a positive contribution to the development of students’ knowledge and understanding. Groups simply wishing to use the college as a form to advance their cause may not be granted approval to enter the
college. Operational decisions about whether to proceed with a particular presentation rest with the Principal or delegated staff member(s) after suitable investigation (due diligence) has been conducted.

6. All visitors will be required to report to 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 “Visitors” lanyard which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their lanyard and to “sign out” in the Visitors book.

7. Comfortable and non-intimidating waiting and interviewing spaces will be made available.

8. Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.

9. The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.

10. Visitors within the school who have failed to follow this process will be reminded to do so.

11. 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 school boundaries outside school operating hours.

12. Should a student of Daylesford Secondary College wish to have ‘friend’ or ‘relative’ who is not an enrolled member of the school attend for a period of time as a “student visitor”, the principal must be notified at least 48 hours prior to the proposed date of visit, and as per point 11, reserves the right to prohibit the potential visitor from entering the school.

13. 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.

14. The ARC “Health Club”- The General Public are permitted to enter the Health Club during school hours on the specified day according to the Calendar of Use, however, they do so under the following conditions and are considered “visitors” to the college. Patrons must sign in and out via the “Visitor Record” located at the ARC office. Entry to the Health Club must be via the ARC entrance, and entry and exit should be avoided during the college’s specified recess and lunch times.

**EVALUATION**

- This policy will be reviewed as part of the school’s regular review cycle.

<table>
<thead>
<tr>
<th>Ratified by School Council</th>
<th>Date:</th>
<th>March 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed</td>
<td></td>
<td>Principal:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiffany Holt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Council President:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lorraine Hayes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>March 2013</td>
</tr>
</tbody>
</table>