

## NORTHERN BAY COLLEGE VISITOR PROTOCOL POLICY NBC023

### 1. PURPOSE:

Whilst it is the School Council's wish to enhance community engagement in line with the Framework for Improved Outcomes for Students, it also has a responsibility and a duty of care to all members of the college community to ensure that the people who are on the premises are authorised to be there. In line with Ministerial Order 870 and the College Child Safe Policy there is a significant expectation to follow protocols.

### 2. BROAD GUIDELINES:

- 2.1. Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- 2.2. Each campus will follow the college visitor registration procedures to effectively meet the College's obligations
- 2.3. Each campus will monitor and manage visitors, whilst not compromising the open and inviting nature of our school and ensuring student and safety safety.
- 2.4. Compliance with Department of Education policies and guidelines including Child Safety Standards are paramount for this College.
- 2.5. The campus principal will protect and preserve our resources against theft, vandalism and misuse.

### 3. IMPLEMENTATION:

- 3.1. Visitors are defined as any person other than staff members and students.
- 3.2. Organisers of activities or events which involve visitors must inform campus administration of the specific details and risks.
- 3.3. Organisers should also provide all providers with the Child Safety Code of Conduct
- 3.4. 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" or "Parent" sticker which they must wear at all times within the school.
- 3.5. Signing in includes, legible name, day and time as well as who they are visiting and if relevant, organisation or company they represent
- 3.6. 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.
- 3.7. The above mentioned process for managing and monitoring visitors will be regularly published in the college newsletter, and will appear at all school entrances.
- 3.8. Visitors within the school who have failed to follow this process will be redirected to the school office by a staff member, where the issue will be resolved.
- 3.9. Under the Summary Offences Act and subsequent amendments, the campus 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.
- 3.10. 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.
- 3.11. All NBC staff will be required to wear their name badge at all times whilst on the campus.
- 3.12. Any visitor to the campus, with the exception of before or after school, is required to follow the visitor protocol and sign in at the front office.

### 4. EVALUATION:

This policy will be reviewed as part of the college's three year review cycle.

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council: 2015, updated for review March 2018
NBC023	College Leadership	2018	Website Compass	