

TERANG COLLEGE

VISITORS

POLICY (Operations)

1. RATIONALE

- 1.1. DET recommends schools and colleges be aware of student safety and encourages schools to introduce a system whereby an accurate record of all visitors to the College is obtained.
- 1.2. The Terang College recognises the need to provide an open and friendly learning environment, which values and actively encourages visitors to the College. At the same time, it recognises the duty of care to protect and reserve resources against theft, vandalism and misuse.
- 1.3. Terang College is cognisant of its obligations under the Child Safe Standards (Ministerial Order 870) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure visitors do not pose a risk to child safety.

2. AIMS

- 2.1. To provide a safe and secure environment for students, staff and resources.
- 2.2. To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of the Terang College.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. The safety of students, staff and resources remains the highest priorities whilst actively encouraging an inviting an open College.
- 3.3. Visitors are defined as all people other than staff members and students and parents/guardians involved in the task of delivering or collecting Terang College students from either campus.
- 3.4. All visitors will be required to report to the administration office prior to undertaking any activity within the College and must follow campus procedures, e.g. enter their details in the COMPASS KIOSK, on arrival and departure. Child Safe Standards will be displayed at these locations.
- 3.5. If visitors present information to students, the organising staff member must inform the Principal (or delegate) of the nature of the presentation prior to the visit.
- 3.6. The Principal reserves the right and the authority to prohibit any potential visitor from entering or remaining within the College and also has the authority to invite or exclude people from using or being within the College boundaries outside College operating hours.
- 3.7. The College's emergency management procedures will ensure visitors within the College at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- 3.8. College signage will direct visitors to the Administration Area.
- 3.9. If necessary, visitors will be provided with directions and induction and will be made aware of any construction works, etc that may affect their safety and comfort.
- 3.10. The College will adhere to guidelines of DET and Working with Children requirements.

4. EVALUATION

- 4.1. This policy will be reviewed as part of the College three-year review cycle.

Approved by College Council on 21/03/2022