

# ST COLUMBA'S CATHOLIC COLLEGE



## VISITORS POLICY

### Other Related Documents:

- St Columba's Staff Handbook

### CONTACT PERSON

<b>Assistant Principals</b>	- Mr Ross Gawthorne / Ms Carol Muscat
<b>Business Manager</b>	- Mr Christopher Carpenter

### DATE OF PUBLICATION

### STATUS

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Working Document

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November 2021

## **Rationale:**

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to St Columba's. 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.

## **Aims:**

To provide a safe and secure environment for our students, staff and visitors. To establish protocols and procedures that effectively monitor and manage resources, whilst not compromising the open and inviting nature of our College.

## **Implementation:**

- Whilst we actively encourage an inviting and open College, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, and parents/carers involved in the task of delivering or collecting children at the start or end of the College day.
- All visitors will be required to report to Reception prior to undertaking any activity within the College. Visitors will be required to sign in through the iPad at Reception and will be assigned a 'Visitors' sticker which must be worn at all times within the College. At the end of their visit, visitors will be required to report to the office to sign off the visitor's program on the iPad at Reception.
- Visitors will be provided with directions, and will be made aware of any construction works that may impact upon their safety or comfort.
- The above mentioned process for managing and monitoring visitors will be regularly published in the College newsletter.
- Visitors within the College who have failed to follow this process will be reminded to do so, or be asked to leave if they refuse to.
- **The Principal reserves the right, and has 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.**
- The College's emergency management procedures on the iPad orientation program (at Visitors sign in) will ensure that visitors within the College at the time of any emergency or practice drill will be recognised and be appropriately catered for.