



## **Rationale:**

Crusoe College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our college. 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.

Visitors are defined as all people other than:

- staff members,
- students at Crusoe College, and
- parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

## **Aims:**

- 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 college.

## **Implementation:**

- All visitors will be required to report to the administration office prior to undertaking any activity within the college. All visitors will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the college. Visitors are also required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.
- Visitors without the necessary Visitors badge will be reminded to register at the Administration Office.
- Visitors will be provided with directions, and will be made aware of any construction works etc. that may impact upon their safety or comfort.
- Minors, including former students, students from other schools or unknown young people will only be issued with a visitor's pass at the discretion of the Assistant Principal.
- During the school day, students are not permitted to meet and talk with visitors at the gates or at the fence line around the school.
- Any requests from individuals, agents or representatives seeking to identify students who could contribute to their cultural, sporting, recreational or business activities will be considered on an individual basis by the college administration.
- 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 college. The Principal also has the authority to invite or exclude people from using or being within the college boundaries outside school operating hours.
- The college's emergency management procedures will ensure that visitors within the college at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- The Visitors Policy will be published on the college website and the process for managing and monitoring visitors will be regularly published in the college newsletter.

## **Evaluation:**

- This policy will be reviewed as part of the college's three-year review cycle, and at times when our emergency management procedures are under review.

## **REVIEW CYCLE**

This policy was **last updated on 3<sup>rd</sup> July, 2018** and is scheduled for **review in February, 2019**.