



RIVERMOUNT COLLEGE

Realising the Potential Within

7.10.01 VISITORS TO THE COLLEGE POLICY AND PROCEDURE

PURPOSE OF THIS POLICY

The purpose of this Policy is to effectively screen, manage and supervise visitors to the College to comply with legislative obligations including Workplace Health and Safety and the College's *Child Risk Management Plan*.

SCOPE

A **'visitor'** is any person attending the College for a meeting, appointment or to provide a service and who is not a paid staff member of the College. This includes:

- parent/family members (excluding circumstances outlined below)
- prospective enrolling families
- past students
- past staff
- invited speakers/instructors
- tutors
- coaches
- pre-service teachers
- vocational placements
- volunteers
- those addressing learning/development needs (e.g. therapists / allied health providers)
- persons conducting business with College (e.g. suppliers)
- contractors.*

**Visitors who are part of a contracted construction team and/or sub-contractors and who are visiting a designated building site on College grounds may follow their own sign-in, induction and risk management procedures in consultation with the College Business Manager.*

The following circumstances are outside the scope of this policy:

- Parent/family conducting student drop-off/collection, attending school sport or College functions or events.
- Visits to the Retail Centre.
- Community and other groups who have entered into agreements with the College to use the school grounds outside of school hours.

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RESPONSIBILITY

Principal reporting to the Board of Directors

LEGISLATION & REFERENCES

[Work Health and Safety Act 2011](#)

[Workplace Health and Safety Regulation 2011](#)

[Working with Children \(Risk Management and Screening\) Act 2000](#)

3.15.01 Volunteers Policy

08.01.02 Child Risk Management Strategy

8.10.01 Workplace Health and Safety Policy

08.12.01 Blue Card Policy and Procedure

VISITORS TO THE COLLEGE POLICY STATEMENT

Rivermount College welcomes visitors to the College. The College recognises the importance of parent/carer involvement in their child's education and also aims to create strong partnerships with community services, businesses and the wider community.

The Principal has the authority to permit or deny entry to the College grounds, and encourages all visitors to familiarise themselves with this policy. The College has an obligation to provide a safe learning environment and has developed procedures and where relevant, training to ensure visitors understand their responsibilities.

- Visitors are required to follow the sign-in and sign-out procedures detailed below and wear the issued visitor's pass to note their presence on school grounds.
- Visitors who work with students or provide services to the College must complete the relevant induction module prior to their visit (or provide their credentials as part of the activity's risk assessment process). Inductions are valid for the academic year.

In the case of volunteers, the College shall implement the College's *Volunteer Policy* in conjunction with this policy.

RESPONSIBILITIES

Rivermount College will:

- Consider the purpose, educational merit, legal requirements and child safe standards associated with the visitor before granting access to the College.
- Issue induction training and check the visitor is suitably qualified to deliver the agreed service to the College. (Required for casual staff, tutors, contractors, volunteers, pre-service teachers, vocational placements and allied health care workers.)
- Advise visitors of sign-in and sign-out procedures and to remain in Reception until the relevant staff member is advised of their arrival.
- Provide adequate supervision of visitors as required.
- Include planned visits in the daily notices where relevant.

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- Query any visitors without a pass about their presence and direct them to the Administration Office.
- The College Receptionist will regularly monitor the online Visitor Activity Log to ensure visitors have left per their estimated timeframe and have checked out.
- Refer matter to the Business Manager or Head of School where a person presents to Reception and appears to have no good reason for attendance at the College.

Visitors to the College will:

- Complete the assigned induction training and provide evidence of suitability prior to their visit to the College.
- Advise the College if they will be late or absent from an agreed appointment.
- Report any concerns about a student to the College Principal as per the College's *Child Protection Policy*.
- Report to the Principal any incident or injury that happens during their visit.
- Keep the College's information, business and activities confidential. This includes information that's verbal, written, electronic or in any other form.
- Notify the Principal immediately if there is a change to their blue card, QCT or APHRA registration status.

SIGN-IN PROCEDURES

1. Visitors are required to sign-in and sign-out at College Reception* when visiting during the office hours of 7:30am – 4:30pm. Outside these times, the Administration Office is not staffed and only visitors with pre-approved appointments should visit the College.
2. All visitors must wear the issued visitor identification badge for the duration of their visit, ensuring it is clearly visible.
 - The Visitor Kiosk may decline a visitor pass if an induction and/or required documentation is incomplete.
3. Upon departure, all visitors must sign-out and promptly remove their visitor badge.

* Note: Primary School and Library volunteers/tutors are exempt from reporting to College Reception provided they:

- Sign-in and out at the classroom/library;
- Wear the generic visitor pass issued by the classroom teacher/library technician; and
- Complete the Volunteer induction module prior to their first visit and annually thereafter.

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HOST PROCEDURES

Staff members organising a visit should:

1. Obtain approval for the planned visit per the event planning or induction procedures if the visitor will interact with students.
2. Liaise with Reception or HR to email the relevant induction link prior to the first visit. If not completed beforehand, a visitor pass may only be issued at the discretion of the Principal or his delegate.
3. Advise the visitor of the sign-in protocol for visiting the College prior to the visit.
4. Where student hosts are involved, organise students to be waiting at Reception in advance.

Teachers can assist by:

- a. Advising the Head of School **prior** to making final arrangements for guest speakers/visitors. **As a matter of courtesy all visitors should be introduced to the Head of School or Principal.**
- b. Discouraging visitors or parents coming to classrooms, but asking them to report to College Reception or to arrange for an interview through the office. Primary School volunteers may sign-in/out at the classroom (refer to *Volunteer Policy* for annual registration and blue card requirements).
- c. Emailing a notification to College Reception with the visitor's name and expected arrival date/time.
- d. Ensuring that visitors wear a visitor identification badge whilst at the College.

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