ILIM COLLEGE

Visitors Policy

Prepared By: **Leadership Team**

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Introduction

This policy applies to all visitors, volunteers, student on placement and contractors on all Ilim College Early Learning Child Care Centres and College campus properties.

Aside from visitors and volunteers, other (non-staff) adults on the property include those performing contractual work (e.g. tradesperson). Please refer to the Trades Person Induction Form where terms and conditions relating to these visits are outlined.

Rationale

As part of the College Islamic ethos and our commitment to the legislative responsibilities within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in the Ministerial Order No. 870: it is appropriate that any school maintain a register of all adults/on non- enrolled students for evacuation purposes and who may come into contact with students in the course of a school day.

All staff are expected to approach and question any unknown person, as outline in the staff code of conduct policy.

1. Definition of Visitor

1.1   Is a non-employee or student on placement who comes to spend time for a specific purpose known to a college employee for various professional usually formal visits.
1.2   These procedures apply to the following:

      2.1.1   Parents
      2.2.2   Volunteers
      2.2.3   Students on placement
      2.2.4   Contractors
      2.2.5   Community members
      2.2.6   Relatives or friends of a staff member
      2.2.7   Invited guest who are assisting in an educational program or presenting a program
      2.2.8   Visiting professionals for professional development and student support.

2. Parents dropping off or collecting students

2.1   Parents of primary age students may accompany their child to the classroom. To avoid disruption to morning and afternoon transition it is expected parents' presence in corridors should take place no later than 9am in the morning and pick up entry into corridors not before 3.25pm
2.2   If parents are collecting students during the school day they are to report to the campus office to sign students out. The office staff will contact the appropriate class teacher, and students should meet their parents at the office.

3. Visitors responsibilities

3.1   Visitors to the College must report to main administration office. Signs requesting all visitors report to the Administration office are displayed at key points around each college campus.
3.2   Visitors must sign in and out using the log located at Campus Reception Admin Office. This is also imperative for evacuation purposes. All visitors must display the visitors badge.
3.3   Visitors who complete their discussions only in the administration area are not required to sign in into the college as visitors.
3.4   Prior to departing the college visitors should return to the admin office and sign out.
3.5   Be aware of Islamic ethos of college, modest dressing is recommended.

4. Staff Responsibilities

4.1   Staff are expected to approach challenging unknown or unidentified adults and may approach and question any person on the property who is unknown, and not in the company of a staff member and/or not wearing an appropriate badge/vest (contractor).
4.2   The College reserves the right to deny access or ask any member of the community to leave the school premises in case of any misconduct or breach of any school policy.

5. Related Policies

5.1   Child Safe Policy
5.2   Staff Code of Conduct
5.3   Staff/Volunteer Code of Conduct
5.4   Volunteer Induction form
5.5   Tradespersons Induction Form
5.6   Evacuation Procedures.