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# Visitors Policy



Ilim  
College

## Visitors Policy

### Introduction

This policy applies to all visitors, volunteers, parents, students on placement and contractors on all Ilim 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 Persons 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 specific requirements of the Victorian Child Safe Standards as set out in the Ministerial Order 1359, it is appropriate that any college maintain a register of all adults or non-enrolled students for evacuation purpose 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 outlined in the Staff Code of Conduct Policy.

### Scope

This policy outlines our college's arrangements for visitors who attend the college grounds during college operation hours of 8.30am to 4.30pm, including parents, contractors, volunteers and external providers.

### Definition of Visitor

Visitors to the college are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting children at the beginning or end of the school day.

This policy and procedures are applicable to the following:

- Parents
- Volunteers
- University Students on placement
- Contractors
- Community members
- Relatives or friends of a staff member
- Invited guests who are assisting in an educational program or presenting a program.
- Visiting professionals for professional development and student support
- Allied health professionals

### Implementation

#### Visitors on Campus

All visitors to the College are required to check in at the main administration office. Signs indicating that all visitors should report to the Administration Office are prominently displayed at strategic locations throughout each campus of the college.

To ensure safety and facilitate efficient evacuation procedures, it is mandatory for visitors to sign in and sign out at the designated sign-in station situated in the administration office of the campus reception.

All contractors, volunteers, external providers and guests must provide a current Working With Childrens registration (unless exempt as per the Worker Screening Act 2020) to the office administration staff for validation.

Additionally, all visitors are required to obtain and prominently display a visitor's badge throughout their time on campus.

Visitors who confine their discussions solely to the administration area are exempt from

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the requirement of signing in as visitors at the college.

Before leaving the college premises, visitors should return to the administration office and complete the sign-out process.

### Visitors in Head Office

All visitors to the College Head Office are required to ring the bell located at the front of the building and check in with reception.

To ensure safety and facilitate efficient evacuation procedures, it is mandatory for visitors to sign in and sign out in the guest book located on the front desk in the reception foyer.

To align with the Islamic ethos of the college, visitors are expected to adhere to modest dressing guidelines. (Refer to "Understanding our College Ethos")

Visitors are strongly encouraged to familiarise themselves with and acknowledge the college's Child Safety and Wellbeing Policy, as well as the Child Safe Code of Conduct. These policies highlight our commitment to prioritising the safety, wellbeing, and protection of all children within our college community. By acknowledging and adhering to these policies, visitors play a crucial role in creating a secure and nurturing environment for children.

### Parents drop off or collection of Students.

Parents of primary aged students may accompany their child to their classroom to drop off prior to the commencement of their class, and collect at the end of the day. To avoid disruption to morning and afternoon transition, it is expected parents' presence on college grounds should take place no later than 9am in the morning and pick up entry not prior to 3.15pm.

If parents must collect their students during the college hours of 9.00am to 2.40pm, they must report to the campus administration

office, request for an early leave, and sign the early leave slip in order for their child to be dismissed. Upon arrival at the office, the staff will notify the relevant class teacher, and students will be directed to meet their parents at the office.

Students will not be dismissed unless their parent/guardian has reported to the administration office and signed the early leave slip.

#### ***PLEASE NOTE:***

***Secondary students will not be dismissed as early leave from 3.00pm onwards.***

***Primary students will not be dismissed as early leave from 2.40pm onwards.***

***The above early leave cut off times will be adhered to with exceptions to emergencies.***

### Staff Responsibilities

Staff members are expected to proactively engage with and approach challenging unknown or unidentified adults on the college property. They have the authority to question and address any person who is unknown and not accompanied by a staff member or not wearing an appropriate badge/vest.

The College reserves the right to deny access or ask any member of the community to leave the college premises in case of any misconduct or breach of any college policy.

### Related Policies

- ▶ Child Safety and Wellbeing Policy
- ▶ Child Safety Code of Conduct
- ▶ Staff Code of Conduct
- ▶ Volunteer Induction Form
- ▶ Tradespersons Induction Form
- ▶ Evacuation Procedure