



# Ringwood Secondary College Visitors Policy

**Version No:** 2

**Date:** June 2016

**Committee:** Policy and Education

## **Rationale:**

Ringwood Secondary 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:

- (i) staff members,
- (ii) students at RSC, and
- (iii) 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 in at the Compass booth located at the front office, which will print a visitors identification pass, that they must have in their possession at all times within the college. Visitors are also required to report to the administration office at the end of their visit to sign out at the Compass booth.
- Visitors without the necessary visitors slip will be escorted to 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.
- Former students, students from other schools, minors or unknown young people are not permitted on school premises unless authorized by the Principal or an 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 College.
- 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.