

ST EUPHEMIA COLLEGE

K-12



VISITORS ON SITE

POLICY

2014

1. Policy Statement

St Euphemia College values a safe School environment.

2. Applicability

All students, staff, parents, caregivers and visitors.

3. Context/Rationale

The rationale for establishing a Visitors on Site Policy is to provide procedures for ensuring a safe School environment and ensuring safety for all visitors.

4. Roles and Responsibilities

Responsibility of the Principal/Delegated Authority

The Principal/Delegated Authority is expected to:

- approve all visitors in advance that come to the School
- meet with the visitors upon their arrival
- evaluate the implementation of this policy and its accompanying procedures.

Responsibility of the Administration Staff

The Administration Staff are expected to:

- be the first point of contact with all visitors
- maintain the visitor's sign on book
- maintain lanyard register
- report security breaches to authorised personnel (Principal/Delegated Authority).

Responsibility of the Teaching Staff

The Teaching Staff are expected to:

- be responsible for visitors in their care
- avoid any interaction with authorised visitors to the School
- inform the Principal/Delegated Authority of all visitors to the School including any unauthorised.

Responsibility of the Students

The Students are expected to:

- not invite any visitors to the School
- not approach or interact with any unauthorised visitors in the School grounds
- report immediately to a teacher information regarding any intended visits by students from other schools (includes telephone calls and other forms of media).

5. Monitoring, Evaluation and Reporting Requirements

The responsibilities listed above will assist in the monitoring, evaluation and reporting requirements. All visitors will be informed that security measures are operating within the School. These measures include 24 hour camera surveillance in various locations throughout the School.

6. Policy Review

This policy will be updated as required.