

## Section 10.40

### Visitor Policy

#### ***Rationale***

St John Bosco College prides itself on its hospitality and being a “home that welcomes”, and as such also works to create and foster strong partnerships with community members and services. However, of paramount concern is the safety and wellbeing of all students and staff, and in this regard it is important to ensure that the College is compliant with Child Protection legislation.

#### ***Aim***

- To provide a safe and secure environment for our whole school community including: students, staff, families, visitors, contractors and resources of St John Bosco College
- To establish protocols and procedures that effectively monitor and manage visitors, create strong and ongoing relationships with community services, whilst not compromising the open and inviting nature of our College

***Visitors*** who are either: contractors, volunteers, special guests, an individual/organisation for an incursion, or from Sydney Catholic Schools, will be asked to:

- enter the College through the reception area of the Administration Building
- sign the visitors' register
- indicate the nature of their activity
- declare their Working with Children Check number if having unsupervised interaction with students
- complete additional Sydney Catholic Schools paperwork if a regular volunteer or contractor - this paperwork needs to be completed before they can participate in any planned activity, and they will also receive the “Child Safe Schools Resource Kit” to ensure they understand the expectations and responsibilities whilst present at the school
- wear the ‘visitor badge’ provided by the front office staff which accounts for their registration
- always be in the presence of a staff member when the students are in attendance
- **not** use the same toilet facilities as students
- exit the College via the office and sign out from the visitors' register indicating their time of departure

#### ***Practicum teachers:***

- must register their daily attendance with the Curriculum Coordinator.
- before beginning any work at the school, they must complete all of the necessary paperwork, including their Working with Children number, prior to beginning any work at the school

#### ***Responsibilities of College Staff:***

- invite any visitors to meet them in the front office
- escort visitors to and from the venue they are attending
- accompany any visitor to the front office or seek the assistance of a College Leadership Team member if they observe a visitor on College grounds who is not in the presence of another staff member, sees them interacting with a student, or using student toilet facilities
- actively welcome and assist relieving teachers, practicum teachers and their supervisors when at the College

#### ***Other Visitors***

- students from another school who are not supervised by their own teachers are not permitted on the premises
- parents are always welcome at the College. If they are attending College events or information evenings, they need to be in the presence of staff at all times. If parents are coming to collect their child they need to report to the front office and sign their child out from the premises.