

Visitor's Policy

Purpose

Carrum Downs Secondary College is committed to the safety of all children and young people. Carrum Downs Secondary College recognises that strong community involvement in the college is critical in student development and learning. Parents and families are valued partners in their child's development and learning. As the College is an educational institution and not a public place the safety and privacy of students and staff is our highest priority.

Aim

- To ensure that safety of the College community is not compromised by visitors to the college.
- To ensure that the visitors to the College have a clear understanding of our expectations.

Implementation

- All visitors to the College are expected to enter the college via the Brunnings Rd entrance and register at Reception.
- Visitors will be granted a visitors pass if the purpose for the visit;
 - clearly serves an educational purpose and is consistent with curriculum objectives,
 - is age appropriate for young people in our College, and
 - is consistent with the values of the College and public education.
- All visitors must fill in the Visitors Registration Book at reception and visibly wear the visitors pass at all times within the college grounds.
- All visitors participating in student based activities must have a Working with Children Check or Criminal Records Check or be accompanied by a member of College staff.
- Parents/Guardians who are picking up or dropping off students are to come to reception and the college will arrange for a student to be notified.
- Parents/Guardians are not permitted to be in the College grounds during the school day without first reporting to reception and collecting a Visitor Pass.
- All visitors are to follow all Occupational Health and Safety Guidelines including emergency management procedures. Evacuation Procedures are to followed and are posted in every room and building in the college.
- Parents will be notified and parent permission is required in advance if their child is to be involved in a program or event that is in addition to the students learning and development eg: Talent Scouts, Employers and Recruitment Officers.

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016