

VISITORS POLICY (TEACHERS IN TRAINING AND CONTRACT WORKERS)

PURPOSE

Carrum Downs Secondary College is committed to the safety of all children and young people. Teachers in Training and Contract Workers are valued partners in the running and development of our College. 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 the safety of the College community is not compromised by contract workers/teachers in training not employed by the College.
- To ensure that the safety of contract workers/teachers in training not employed by the College.

IMPLEMENTATION

- All contract workers/teachers in training not employed by the College are expected to comply with all College policy and procedures as set out in the policy handbook.
- All contract workers/teachers in training must fill in the visitor's registration book at reception and visibly wear the visitor pass at all times within the College grounds.
- All contract workers/teachers in training not employed by the College must have a Working with Children Check or Criminal Records Check, or be accompanied or overseen by a member of College staff and/or be working in an area of the College with no student contact.
- Regular contract workers/teachers in training must have their Working with Children Check details recorded and kept on file.
- All contract workers/teachers in training not employed by the College are to follow all Occupational Health and Safety Guidelines, including emergency management procedures. Evacuation procedures are to be followed and are posted in every room and building in the College.

REVIEW CYCLE AND EVALUATION

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

School Policy Advisory Guide: <https://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

College Policies: <https://cdsc.vic.edu.au/welcome/college-policies/>

This policy was last updated in March 2021 and is scheduled for review in Main March 2024