



Star of the Sea College

Visitors to the School Policy

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: *CECV Commitment Statement to Child Safety*

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (*Congregation for Catholic Education 1997, n.9*).

Principles

The Visitors to the School Policy seeks to provide a safe and secure environment for students, staff and resources of Star of the Sea College. It also outlines the protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the College.

Definition

Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

Procedures

The College will ensure adequate and strategically placed signage regarding its expectations of visitors.

All visitors will be required to report to Reception prior to undertaking any activity within the school.

They will be required to sign in using the electronic process at Reception and will be assigned a "Visitors" badge with Photo Identification, which they must wear at all times within the College.

They will also be required to read Star's *Child Protection Code of Conduct*, copies of which are held on the counter of the administration office.

Similarly, visitors will be required to report to Reception at the end of their visit to return their badge and to "sign out" through the electronic system.

- The appropriate member of staff will greet the visitor and accompany them to the designated location.
 - Visitors will be provided with directions, and will be made aware of any construction works, etc. that may impact upon their safety or comfort.
 - Visitors within the school who have failed to follow this process will be reminded to do so.
 - People using the public access through Presentation Place will be monitored by on duty staff where possible and challenged if they deviate from the direct route through the school.
 - Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit, any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries out of school operating hours
 - The school's Emergency Management Procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
 - All visitors/volunteers working with students at the College will require a "Working with Children" permit unless fully supervised by a teacher.
 - There are a number of times through the school year when very large groups of parents and friends are invited onto the school grounds when students are present, for example, at school assemblies. On these occasions, they are not required to sign in and out.
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Responsible Officer	Deputy Principal Staff
Approved By	Principal
Approved and Commenced	1 July 2017
Review By	November 2020
Relevant Legislation	<p>Children, Youth and Families Act 2005 (Vic.), Children Legislation Amendment (Reportable Conduct) Act 2017 Crimes Act 1958 (Vic.) Education and Training Reform Act 2006 (Vic.) Equal Opportunity Act 2010 (Vic.) Ministerial Order No 870 - <i>Child Safe Standards: Managing the Risk of Child Abuse in Schools</i> Privacy and Data Protection Bill 2014 (Vic) Working with Children Act 2005</p>
Related Policies & Procedures	<p>Catholic Education Melbourne policies</p> <ul style="list-style-type: none"> • Policy 2.2: Guidelines Relating to the Employment of Staff • Policy 2.19: Child Protection – Reporting Obligations • Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols • Policy 2.26: Pastoral Care of Students in Catholic Schools <p>Child Safety – Reporting Obligations Child Safety Policy Critical Incident Procedures Grievance Procedures ICT Staff Policy ICT Student Policy Respectful Relationships Policy Pastoral Care Policy Volunteer’s Policy</p>
Version	2
Amendments to Version	<p>Electronic sign in and out mechanism added Reference to Presentation Place</p>