



# School Visitor Code of Conduct Policy

## PURPOSE

Simonds Catholic College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time, we recognize our duty of care to ensure a safe environment for our young men and staff and recognize our responsibility to protect and preserve its resources against theft, vandalism and misuse.

## SCOPE

This Code is designed to provide a safe and secure environment for our students, staff and resources.

This Code is designed to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of Simonds Catholic College.

This Code does not exclude or replace the rights and obligations of individuals under common law.

## STATEMENT OF POLICY

- Whilst Simonds Catholic College actively encourages an inviting and open school, the safety of our students, staff and resources remains its highest priority
- Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of identifying or collecting children at the start of end of the school day
- All visitors are required to report to Reception prior to undertaking any activity within Simonds Catholic College, where they are required to sign a "Visitors" book and will be receive a "Visitors Badge" with slip detailing Date, From, Signature, Name, Person Visiting and Time in
- A comfortable and non-intimidating waiting space is made available for visitors to Simonds Catholic College
- Visitors are provided with directions, and are made aware of any OH&S issues e.g. construction works etc, that may impact upon their safety or comfort whilst visiting Simonds Catholic College
- Visitors within Simonds Catholic College who fail to follow these processes are reminded to do so
- 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 Simonds Catholic College, and also has the authority to invite or exclude visitors from using or being within Simonds Catholic College boundaries outside of College operating hours
- The Simonds Catholic College emergency management procedures ensure that visitors within Simonds Catholic College, at the time of any emergency or practice drill, are appropriately recognised and included in these procedures.