



## Dealing with Visitors POLICY

### RATIONALE

Duty of Care is central to St Luke's College. The College endeavors to provide a safe and secure environment for all members of the community at all times. One such area is the procedures for visitors. It is imperative that all visitors are known to be on the premises and so they should all be requested to sign in at the Front Office on arrival.

### DEFINITIONS

A visitor is a member of the public who is neither a student or a staff member. In essence, if the police visit the College, they are required to sign in.

### PRINCIPLES

The principle involved is the collaborative support for the policy. In the event of any member of the public visiting the college or a staff member, it is necessary for that person to be signed in. This will include friends or partners of staff members. Staff members are requested to assist in this procedure.

### PROCEDURE

All visitors to schools are required to follow school protocols designed to ensure a culture of safety for our students.

- On arrival, the visitor is required to sign in at the Front Desk.
- On occasions, the visitor will be issued with a Visitor's Pass.
- In the case of family members, the same procedure applies.
- The visitor must also be issued with a Visitor's badge.
- The visitor is then directed to the necessary party.
- On no occasion is the visitor to have free rein in the school.
- On departing, the visitor is required to sign out.
- **No visitors in our schools are allowed to wander around the school (with free access to school students and resources) without a staff member accompanying them.**