Visitors to School

Related Merici Policies

Nil

Rationale/Purpose

In the interest of promoting positive school profiles and healthy relations with the wider community, Merici College welcomes those visiting with a legitimate purpose. Visits to schools must be managed with care and attention to ensure the rights and safety of students, staff and the visitors are protected and that maximum benefit for all concerned is derived from the experience.

Definitions

Visitor: Anyone visiting a school who is not immediately officially involved in the school operation on a day to day or routine basis.

Appropriate School Authority: e.g. staff-member

Policy

All visitors to schools must be accompanied at all times. Approval for the visit must have been given by the appropriate school authority and all those to be ‘visited’ must have been fully informed and have given their consent. As far as possible, visits should not disrupt normal school programs and should be planned in advance.

Safety and duty of care regulations are to be observed at all times.

Procedures

All visitors to the College must report to the reception area and sign in. The following processes will then occur:

1. The receptionist will enquire as to the nature of the visit and the staff member being sought.
2. The visitor shall produce a WWVP card - if they have one
3. The receptionist will sight the card and record details (or photocopy it) and issue a visitor’s pass which must be worn at all times whilst in the College buildings and on College grounds.
4. The receptionist will contact the relevant staff member to meet the visitor at the reception area
5. The receptionist shall remind the visitor or ‘local rules concerning emergency evac’ procedures and the like and provide a copy of those rules to take with them (see under ‘Forms’ below)
6. The visitor will return to reception and return the visitors pass and sign out at the end of their visit.
7. Ex-students/ boyfriends or relations are not welcome to visit their friends at school. Prior arrangements may be made in special cases. These arrangements must be made with a member of the Executive team.

**Forms**

The following information (or similar) is to be displayed at the 2 main college entrance doors:-

**If you are a visitor to Merici College**

1. You MUST sign in – advising the receptionist of the purpose of your visit and with whom
2. If you have a Working With Vulnerable People Card issued by ACT Office of Regulatory Services you must produce it
3. You must remain accompanied at all times by Staff Member of the College
4. You must not interact frivolously with students
5. You are not permitted to take Photographs during school hours or whilst there are students on site
6. You must observe all instructions given to you in the event of an emergency situation – including evacuation or lock-down
7. Upon leaving you must return to the office and sign out

**Important numbers:-**
Reception :- Ext 100 or 6243 4100
Principal's EA :- Ext 102 or 6243 4102
Resident Care-taker :- 0410 629 408
Business Manager :- 0477 729 571

**References**

Nil

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Approved by: Merici Executive
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Merici Contact Officer: Business Manager