



# Visitors Policy

Document Classification: Policy  
Published Date: 7 February 2023

---

1. Scope.....	1
2. Rationale.....	1
3. Visitors Policy .....	1
4. Parents dropping-off or collecting students.....	1
5. Visitors' Register and Identification .....	2
6. Volunteers.....	2
7. Other Visitors .....	2
8. Unknown and / or unidentified persons.....	2
9. Emergency Management .....	3
10. Identification Lanyards / Badges .....	3

---

## 1. Scope

This policy applies to all visitors and volunteers on the College property, who may come in to contact with students during the course of the school day.

Aside from visitors and volunteers, other (non-staff) persons on the College property include those performing contractual work (e.g. tradesmen) and other non-staff workers engaged by the College (e.g. language assistants, sport coaches).

## 2. Rationale

As part of ensuring the safety and welfare of all students, it is appropriate that any school maintains a register of all persons who may come in contact with students in the course of the school day.

## 3. Visitors Policy

The College is a community-based environment where staff know and recognise the employees who work on the property, and in many cases, also readily recognise parents. As a result, the College does not expect all persons on the property to wear identification badges or lanyards. Nevertheless, there are a number of protocols (listed in the following sections) which are to be observed to ensure the safety and security of students.

## 4. Parents dropping-off or collecting students

Parents (or other approved adults) are generally expected to drop-off or collect their child(ren) from designated areas at times directly before the commencement of school in the morning, and directly after the conclusion of school in the afternoon. Naturally, parents of very young students will accompany those students to the classroom. If parents are collecting students during the school day (between 9:00am – 3:30pm), they are to report to the Administration Office to sign students out. The office staff will contact the appropriate class teacher, and students should meet their parents at the Administration Office.

## **5. Visitors' Register and Identification**

With the exception of parents / adults dropping off or collecting students (before and after school), visitors to the College must report to the main Administration Office. (Signs requesting all visitors to report to the Administration Office are displayed at key points around the College.)

Visitors who complete their discussions only in the Administration Office area are not required to sign-in as visitors. Visitors on a tour of the College, when accompanied by a staff member, similarly need not sign-in in the visitor's register.

All other visitors to the College should sign-in, using the visitor attendance register system held in the reception area of the Administration Office. Visitors will be allocated a visitor badge or lanyard, which must be worn during their attendance at the College. Just prior to their departure, visitors should return to the reception area to sign-out and return the badge or lanyard. Refer to section 10 detailing the different lanyards that may be issued.

## **6. Volunteers**

Where parents or other appropriate persons support the College programs as volunteers, they should have carefully read, complied with and signed the Volunteers Guideline and Agreement and Child Safe Code of Conduct – Staff, Volunteers and Other Adults. A record of the attendance of volunteers is to be kept by the teacher who is supervising the volunteers.

## **7. Other Visitors**

These procedures **DO** also apply to:

- a. relatives or friends of a staff member (during College operating hours);
- b. invited guests who are assisting in an educational program;
- c. visiting professionals (e.g. speech pathologists, visiting teachers); and
- d. non-staff workers engaged by the College (e.g. language assistants, sport coaches).

Student / pre-service teachers and casual relief teachers are considered as staff, rather than as visitors. However, on the first day and last day of a placement, these teachers must sign-in and sign-out at the Administration Office and be issued with a lanyard.

The College also has other policies and procedures to be followed for contractors, for non-staff workers, and for pre-service teachers. These policies and procedures incorporate the requirement for the completion and signing of relevant College documentation (including the College Child Safe Code of Conduct), and the production of documentation to verify identity and to comply with government legislation, such as the Working With Children legislation.

## **8. Unknown and / or unidentified persons**

Staff should approach and question any person on the property who is unknown to them and who does not have any visible identification, such as an Oxley visitor badge or lanyard. Refer to section 10 detailing the different lanyards that may be issued.

By staff asking "May I help you?" and / or "Who are you?", the person has opportunity to indicate their reason for being on the property. Where the staff member has any doubt about the legitimacy of a visitor's attendance at the College, the person should be asked to leave the property immediately.

If the staff member does not feel it is safe to approach the unknown and unidentified person, or the person fails to leave the property at the request of the staff member, then the Business Manager and / or the Head of School should be contacted for assistance. The staff member should continue to monitor the whereabouts of the unknown and unidentified person until the Business Manager and / or Head of School arrive.

If the staff member considers there is **imminent danger** to students, staff, or College property, then they should **contact the police by phoning '000'** and then advise the Principal, who will decide if the College Emergency Management Plan should be implemented.

**9. Emergency Management**

Visitors to the College property are to be advised by office staff, upon sign-in at the Administration Office, that in the event of an emergency, they are required to follow the direction of College staff. Such instruction will ensure that visitors' safety is maintained.

**10. Identification Lanyards / Badges**

The following table provides a Quick Reference Guide for the different coloured lanyards or badges that may be issued to visitors and staff.

<b>Lanyard Colour:</b>	<b>Issued to:</b>
red	College Staff
teal	LMC / Head Office Staff
purple	Oxley Kids Staff
black	Oxley Stadium Staff
yellow	Visitor - Supervised by Staff (see Note 1)
green	Visitor - Unsupervised (see Note 2)
N/A	Cleaning, Property, ICT, AV, and Security Staff (see Note 3)

Notes:

1

Examples of Supervised Visitors:

---

Contractors - one-off, infrequent (during business hours)

Guest Speakers, Incursion Staff

Language Assistants

Non-Staff Workers attending ≤ 5 times p.a.

Parents

Volunteers

2

Examples of Unsupervised Visitors:

---

Contractors - Ongoing, approved/qualified by documentation

Exam Supervisors

Non-Staff Workers attending > 5 times p.a.

Speech Pathologists and Occupational Therapists - Ongoing

Sport Coaches engaged for EISM and Oxley Institute of Sport

3

---

Cleaning, Property Maintenance, ICT, AV and Security Staff:

Recognised by their uniforms and are not required to wear a lanyard