GLEESON

WITH ONE HEART

Policy Number	013
Implemented	2012
Evaluated	2019
Next Evaluation	2022
Evaluation Group	LT
Evaluation Frequency	3 years

VISITORS POLICY

1. **RATIONALE**

    Every student and staff member within Gleeson College has the right to feel safe and protected from any damaging influences or actions of others. This policy applies to all visitors, including:
    - Parents and Caregivers
    - Old scholars
    - Guest speakers
    - Interview candidates
    - Third-party visitors
    - Health professionals.

    In order for the College to apply an appropriate level of duty of care, the College is legally required to take reasonable steps to minimise the risks of reasonable foreseeable harm to its staff and students.

2. **AIMS**

    2.1.   To ensure Gleeson College provides a welcoming environment for visitors whilst at the same time protecting the safety of the members of the Gleeson College community.

    2.2.   To ensure visitors to Gleeson College are checked for bona fide reasons for their visit and comply with the College screening process, which may include the visitor providing a copy of a current working with children check.

    2.3.   To ensure students can continue with daily routines whilst at school, confident that any person on the property will be immediately recognisable by the College uniform they are wearing, their staff identification badge, or a Gleeson College Visitor's badge.

    2.4.   To ensure students are provided with external support services whilst adhering to mandatory screening laws and processes to protect fellow staff and students at Gleeson College.

3. **BROAD POLICY**

    Visitors to Gleeson College must always report to the Front Office.

    Anyone who is unwell should refrain from visiting the College and all visitors will be asked to comply with necessary spatial distancing and/or hygiene processes whilst on site. In light of COVID-19 restrictions, Visitors will also be required to complete a disclaimer regarding their wellness.

    If parents/caregivers wish to get a message to a student, then Front Office staff will take the message and pass it on as soon as possible. In situations where there is some urgency or special need, a student may be located and bought to the Front Office.

Visitors defined as a third party are required to provide additional screening and verification documents.

The exact documents that must be provided by the visitor is at the discretion of the Principal (or delegate) and may include but are not limited to:
- Volunteer application and declaration forms
- Valid police check (Catholic, DCSI Child-related or DHS Working with Children Check)
- Relevant insurances
- Responding to Abuse and Neglect (RAN) Training Certificate
- Professional association registration e.g. Health Professionals, Independent Educators
- First Aid Certificate
- Photo identification
- Any other form of evidence to verify the visitor's position and services to be provided whilst on College premises.

4. GUIDELINES

4.1   Visitors to the College can be easily identified because they are wearing a Visitor's badge and are under the direct supervision of a Gleeson College staff member.

4.2   Front Office staff will not allow visitors unsupervised access to students. Even in cases where a parent wishes to see their child, the child will be found and asked to come to the Front Office, rather than the parent being directed to the child.

4.3   If the visitor attends for reasons that have been pre-approved by the Principal (e.g. external counselling, health professionals) then Front Office staff are to contact the College representative responsible for ensuring a suitable meeting room is booked and utilised.

4.4   The Principal (or delegate) will take into consideration the following criteria to determine if a visitation arrangement is approved or denied:
    4.4.1   Visitor able to produce the requested screening documentation
    4.4.2   Assessment of the visitation arrangements and services
    4.4.3   Location of meeting, including time, frequency and duration
    4.4.4   Affect the visit(s) may have on the student's wellbeing
    4.4.5   Affect the visit(s) may have on the student's learning
    4.4.6   Whether or not the onsite Student Counsellors can offer and provide the same service.

4.5   If an old scholar wishes to catch up with friends in the College grounds, Front Office staff will contact a member of the Leadership Team (LT) or one of the House Leaders (HL), who will be responsible for making a decision about the need or validity of the visit. If there seems to be legitimate cause for the visit, then the responsible LT member or HL will authorise and follow through the visit. In any such case, the old scholar will be given a Visitor's badge and will be supervised in the College court yard.

4.6   If visitors simply wish to catch up with friends and socialise, then the response of Gleeson College will be that the appropriate time for this is outside of College hours, and arrangements should be made accordingly.

5. BASIS OF DISCRETION

5.1   The Principal, should the need arise, may ban certain people from visiting the College. Similarly, if circumstances warrant it, the Principal may organise special visitor's privileges.

5.2   The Principal has the right to deny a visitor at any time.

5.2 College staff must use their discretion to decide on their course of action should they come across a known visitor without a visitor's badge. At times, this may mean approaching the visitor as an intruder (see Intruder Policy). Generally, it will mean a friendly approach, informing the visitor of our policy and accompanying the visitor to the Front Office to explain the College visitor process.

6. EVALUATION

The Leadership Team is responsible for the evaluation of this policy which will take place every 3 years. The policy should be considered by the Leadership Team as the key team within the College for Planning, Policy and Review. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed _____ Principal or delegate	Dated:	24/06/2020
Signed _____ Chairperson of Board or delegate	Dated:	24/06/2020

This Policy now replaces all previous versions and evaluations of this Policy originally implemented in 2012 and subsequently updated in 2019.