

<b>Title</b>	<b>Visitors Policy</b>
<b>Rationale</b>	This Policy recognises that the College Campus is not public space and the College Council and Principal have define governance responsibilities. The College recognises our duty of care to ensure a safe environment for our students and staff and our responsibility to protect and preserve our resources against theft, vandalism and misuse.
<b>Aim</b>	<ul style="list-style-type: none"> <li>To provide a safe and secure environment for our students, staff and resources</li> <li>To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.</li> <li>Create strong partnerships with community services, schools, businesses and the wider community.</li> </ul>

<b>Policy Implementation and Process</b>	
<b>Purpose</b>	To provide effective learning for all students
<b>Mission</b>	Empowering young people to make a difference

<b>Values</b>	Responsibility	Respect	Integrity	Personal Best
---------------	----------------	---------	-----------	---------------

<b>Vision Statement</b>
Dromana College encourages and celebrates personal improvement. We recognise and respond to diverse student needs. We set high expectations for all students and have a strong focus on academic achievement and the pursuit of personal excellence. We encourage and support creativity, innovation and initiative for young people by helping them to reach their aspirations in different fields of life. We provide high quality teaching and a safe and caring school environment

Whilst Dromana College actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities

Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day. Visitors are typically, but not limited to:

- prospective parents and employees
- those who are addressing a learning or developmental need, such as:
  - parent and community volunteers
  - invited speakers
  - sessional instructors
  - representatives of community, business and service groups
  - local members of the State and Commonwealth Parliaments
- those who are conducting business such as:
  - uniform suppliers
  - booksellers
  - official school photographers
  - commercial salespeople
  - trades people
- children’s services agents
- talent scouts.

At the key entry points to the College visitors are directed and clearly informed to report to the Administration Office prior to undertaking any activity within the school. At the Administration Office they will be assigned a ‘Visitors’ badge which they must wear at all times within the school. Similarly, visitors will be required to report to the Administration Office at the end of their visit to return their badge. Characteristic of the College’s arrangements for and management of visitors will be:

- Comfortable and non-intimidating waiting and interviewing spaces will be made available
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances
- Visitors within the school who have failed to follow this process will be reminded to do so

- Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- In the case of Talent Scouts the College will facilitate direct contact with parents/guardians outside of school hours, in cases where the parent/guardian wishes to follow up.
- In the case of Invited Speakers/Presenters the College will:
  - ensure the content of presentations and addresses contributes to the development of students' knowledge and understanding
  - extend the invitation to external speakers to support its educational program, rather than allowing groups to use the school as a forum to advance their causes, particularly if speaking on a controversial matter
  - brief presenters about the nature of the school and its community
  - respect the range of views held by students and their families.

<b>Policy Direction of the School as a Whole</b>	To ensure Dromana College maintains its commitment to a culture of ongoing improvement
--------------------------------------------------	----------------------------------------------------------------------------------------

<b>Approved By</b>	Dromana College Council
<b>Date Approved</b>	October 2019
<b>Responsible For Review</b>	College Principal