



# RIVERMOUNT COLLEGE

*Realising the Potential Within*

## 7.11.01 VISITORS TO THE COLLEGE POLICY AND PROCEDURE

### PURPOSE OF THIS POLICY

The purpose of this Policy and subsequent Procedures is to ensure the safety and well-being of the Rivermount College community and address the requirements of Workplace Health and Safety insurance issues by following correct procedures.

### SCOPE

All visitors to Rivermount College including Contractors.

A **'visitor'** is any person attending the College for a meeting or appointment who is not a paid employee of the College. This extends to volunteers and casual employees but not to parents attending functions or collecting children.

### RESPONSIBILITY

Principal reporting to the Board of Directors

### LEGISLATION & REFERENCES

[Work Health and Safety Act 2011](#)  
[Workplace Health and Safety Regulation 2011](#)

### POLICY STATEMENT

Rivermount College welcomes visitors to the College. The College recognises the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships.

<b>Area:</b> Health, Safety and Emergency	<b>Policy &amp; Procedure:</b> 7.11.01 Visitors to the College	<b>Current version:</b> B (April 2015) <b>Original Release Date:</b> Feb 2014	<b>Page 1 of 2</b>
<b>Approved by Executive Committee:</b> April 2015	<b>Approved by Compliance Committee:</b>	<b>Approved by Board of Directors:</b> N/A	<b>Next Review Date:</b> 2018

The College also considers the safety of its students and staff to be one of its highest priorities. The College considers it has a strong obligation to provide a safe, secure learning environment in the school and have developed guidelines to secure this.

**All staff members of the College are expected to wear their staff identification badge during College hours.**

## GENERAL PROCEDURES

All visitors must:

1. Report to the main College Administration Reception area on arrival.
2. Sign the Visitors' Register on arrival.
3. Accept issue of a Visitor's Badge ensuring the relevant documentation is visible in the plastic display and wear same for the duration of their visit.
4. Receptionist is to request the visitor to return to the office prior to their departure, return their badge and sign out.
5. Receptionist is to constantly monitor the Visitor's Book to ensure visitors have left as and when estimated, have signed out and returned their badge.

## SPECIFIC PROCEDURES

**Planned Visitors to the College should:**

1. Be advised of the protocol for visiting the College prior to the visit;
2. Remain in Reception until the relevant person is advised of the visitor's arrival. Where student hosts are involved, students are to be waiting at Reception in advance.

**Other Visitors to the College:**

1. Without the appropriate pass should be queried about their presence on Campus and directed to the Administration Office.

Where a person presents to Reception and appears to have no good reason for attendance at the College, the matter should be referred to the Business Manager, Head of Secondary or Head of Primary School.

**Teachers can assist by:**

- a. Advising the relevant Head of School **prior** to making final arrangements for guest speakers. **As a matter of courtesy all visitors should be introduced to the Principal and/or relevant Head of School.**
- b. Discouraging visitors or parents coming to classrooms, but asking them to report to the College office or to arrange for an interview through the office.
- c. Writing any appointments or visitors to the College in the Appointment Book.
- d. Ensuring that visitors sign the Visitors' register and are provided with a Visitor's Badge whilst at the College.

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