



VISITORS POLICY

CHILD SAFE STATEMENT

At Mornington Secondary Mornington Secondary College we hold the care, safety and wellbeing of children and young people as a central and fundamental expectation of our College. Mornington Secondary College is committed to protecting students from abuse or harm while at school and in our care. Mornington Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

PURPOSE

- To ensure the safety of the Mornington Secondary College's community is not compromised by visitors to the College.
- To ensure that the visitors to the Mornington Secondary College have a clear understanding of Mornington Secondary College expectations.

POLICY

- All visitors to Mornington Secondary College are expected to enter the College via the administration entrance and present at the reception area.
- Visitors will be granted a visitors pass if the purpose for the visit;
 - ✓ clearly serves an educational purpose and is consistent with curriculum objectives,
 - ✓ is age appropriate for young people in our Mornington Secondary College, and
 - ✓ is consistent with the values of the Mornington Secondary College and public education.
- All visitors must sign in via the Compass portal at reception and carry the visitors pass at all times within the College grounds.
- All visitors participating in student based activities must have a Working with Children Check or Criminal Records Check or be accompanied by a member of Mornington Secondary College staff.
- Parents/Guardians who are picking up or dropping off students are to come to reception and the Mornington Secondary College staff will arrange for a student to be notified.
- Visitors not preceding into the Mornington Secondary College ground beyond the Administration office do not need to sign in, this would include: parents making enquiries or payments, mail delivery and contractors.
- Parents/Guardians are not permitted within the Mornington Secondary College grounds during the school day without first reporting to reception and collecting a Visitor Pass.
- All visitors are to follow all Occupational Health and Safety Guidelines including emergency management procedures. Evacuation Procedures are to be followed and are posted in every room and building in the Mornington Secondary College.



- Workmen/tradesmen who are contracted to work on building projects are expected to sign in with their employer/contractor and are not to enter the Mornington Secondary College grounds unless authorised to do so through a staff member. They are issued a visitors pass on a Mornington Secondary College lanyard that identifies them as having authority to be onsite.
- Parents will be notified and parent permission is required in advance if their child is to be involved in a program or event that is in addition to the students learning and development.

Unwanted visitors are not to be on Mornington Secondary College grounds. If a staff member identifies an unwanted visitor (or trespasser) they are required to immediately notify a member of the Principal Team who will then escort the person/s off the premises or notify the police if necessary.

REVIEW CYCLE

This policy was ratified by school council on 14th August, 2019 and is scheduled for review in March, 2021.