



VISITORS TO THE COLLEGE POLICY

Help for non-English Speakers:

If you need help to understand the information in this policy, please contact the front office.

1. Introduction

- 1.1. This policy applies to all visitors, volunteers, student on placement and contractors on AIC College premises.
- 1.2. All non-staff adults on school premisses must adhere to this policy.

2. Rationale

- 2.1. The Department of Education & Training (DET) encourages schools to increase experience of the cultural and social features of the community, ensure parents/guardians partner in their children's development and create strong partnerships with community services, other schools, businesses and the wider community.
- 2.2. Legal considerations include DET policies concerning privacy, photographing children, mandatory reporting and Children First which promotes and protects the rights and wellbeing of children.
- 2.3. As part of the College Islamic Ethos and our commitment to the legislative responsibilities within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in the Ministerial Order No. 870: it is appropriate that any school maintain a register of all adults/on non- enrolled students for evacuation purposes and who may come into contact with students in the course of a school day.
- 2.4. The College Board must develop and approve written policies and procedures to manage visitors to the school.

3. Purpose

- 3.1. To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Australian Islamic Centre College.
- 3.2. To ensure Australian Islamic Centre College complies with legislative requirements and DET policy and guidelines.
- 3.3. To ensure the College has in place strategies to enhance compliance with the Child Safe Standards.
- 3.4. To ensure the College discharges its duty of care towards children.



4. Scope

This policy applies to:

- 4.1. Any visitors, volunteers, students on placement and contractors who may attend College grounds when the school is open for instruction between the hours of 8:10am to 4:30pm, and when the office is staffed to monitor/receive visitors at reception.
- 4.2. Outside of opening hours, our front office is not staffed and
- 4.3. the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from
 - Out of School Hours Care,
 - attending school events such as parent teacher interviews, sport or other school activities, and
 - community and other groups who have entered into contracts or agreements with the school to use school premises outside of school opening hours.

5. Definitions

- 5.1. Child-related work: As defined by the Worker Screening Act 2020 (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.
- 5.2. Visitors can include (but are not limited to) the following:
 - prospective parents and prospective employees,
 - those who are addressing a learning or developmental need, such as:
 - parent and community volunteers,
 - invited speakers e.g. incursion presenters,
 - and sessional instructors.
 - representatives of community, business and service groups,
 - local members of parliament,
 - those who are conducting business such as:
 - uniform suppliers,
 - booksellers,
 - official school photographers,
 - commercial salespeople, and
 - trades people,
 - police,
 - children's services agents,
 - instructors providing Special Religious Instruction,
 - child protection workers, and
 - WorkSafe officers.



6. Principal Responsibilities

- 6.1. The Principal will ensure the Australian Islamic Centre College is committed to providing a safe and supportive environment for all students.
- 6.2. The College strives for an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.
- 6.3. Our College is not a public place. The Principal has the authority to permit or deny entry to school grounds,
- 6.4. The Principal will encourage all visitors to familiarise themselves with our school's Statement of Islamic Ethos and College Philosophy, Child Safety Policy, Child Safety Code of Conduct, and Volunteers Policy.

7. Staff Responsibilities

- 7.1. All staff are expected to approach and question any unknown person, as outlined in the staff code of conduct policy.
- 7.2. Staff are expected to approach challenging unknown or unidentified adults and may approach and question any person on the property who is unknown, and not in the company of a staff member and/or not wearing an appropriate badge/vest.

8. Parents Responsibilities

- 8.1. Parents of primary age students may accompany their child to the classroom.
- 8.2. To avoid disruption to morning and afternoon transition it is expected parents' presence in corridors should take place no later than 9am in the morning and pick up entry into corridors not before 3.10 pm.
- 8.3. If parents are collecting students during the school day they are to report to the admin office to sign students out. The office staff will contact the appropriate class teacher, and students should meet their parents at the office.

9. Visitors Responsibilities

- 9.1. Visitors to the College must report to main administration office. Signs requesting all visitors report to the Administration office are displayed at key points around the College.
- 9.2. Visitors must sign in and out using the Kiosk located at Reception Admin Office. This is also imperative for evacuation purposes.
- 9.3. All visitors must display the AICC visitors badge provided by admin office.
- 9.4. Complete the AICC induction online, via phone or computer.
- 9.5. All visitors must abide by all relevant school policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Statement of Values and School Philosophy.



- 9.6. Visitors who complete their discussions only in the administration area are not required to sign in into the college as visitors.
- 9.7. Be aware of Islamic ethos of the College, modest dressing is recommended.
- 9.8. Provide proof of identification to office staff upon request
- 9.9. Produce evidence of their valid Working with Children Clearance where required.
- 9.10. Prior to departing the college visitors should return to the admin office, sign out and return visitors badge.

10. Related Policies

- 10.1. Child Safe Policy
- 10.2. Staff Code of Conduct
- 10.3. Staff/Volunteer Code of Conduct
- 10.4. AICC Induction Link
- 10.5. Evacuation Procedure