

The Bosco Centre	
Policy:	Visitors Policy
Applies to:	College, Independent School, Nursery & Youth clubs
Reviewed:	October 2018
Next Review:	October 2019

Rationale

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our college. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff. Our safeguarding 'duty of care' is paramount to us. We also have a responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims

To provide a safe and secure environment for our students, staff and resources.
To establish protocols and procedures that effectively monitors and manages visitors to our college.

Implementation

Visitors are defined as all people other than staff members, students and volunteers. All visitors will be required to report to the reception prior to undertaking any activity within the college.

The receptionist will check the validity of the visitor with the appropriate staff member; the staff member will collect the visitor from reception. At no time will the visitor be unattended whilst on the premises.

They will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the college. They will be informed of our Code of Conduct and Evacuation procedures and if any fire drills are scheduled for that day. Similarly, visitors will be required to report to the reception at the end of their visit to return their badge and to "sign out" in the Visitors book. Visitors within the college who have failed to follow this process will be reminded to do so.

The Principal reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the college, and also has the authority to invite or exclude people from using or being within the college boundaries outside college operating hours.

All staff are issued with a personal identification tag including photograph which they are to wear at all times.