



## VISITORS POLICY

### RATIONALE

This policy outlines the requirements for visitors and volunteers at Yarra Hills Secondary College. YHSC actively develops community links and draws upon outside providers to expand and enrich our program offerings for students and staff. Similarly, we encourage parents/carers to take an active role in their child's education, and we are very appreciative of the wide range of support we receive, especially from the many volunteers who support our canteen, the Music program, annual Production and a wide range of other programs.

The following procedures have been put in place to ensure an orderly and safe environment, and in line with Department of Education & Early Childhood Development (DEECD) OHS guidelines:

**Members of the college staff are reminded** that any college program involving volunteers or visitors must first be approved by college's Local Consultative Committee (LCC), and may also require College Council approval e.g. camps staffing.

### ALL VISITORS

· **ALL VISITORS to the college** (i.e. anyone other than staff and current students) **must first report to the General Office on arrival, to sign the visitors logbook and receive a visitors badge, and to sign out again on departure. This includes:**

- Parents/carers visiting the college to speak to a staff member; they **must make an appointment** by contacting the relevant staff member (by phone, email etc)
- Parents/carers or community members visiting the college in order to raise a concern; they should first refer to the YHSC Raising and Addressing Concerns policy.
- Visitors/volunteers should not seek to deal with additional matters once at the college for another purpose; contact (an appointment and notification) must be made with the relevant staff member prior to the visit.

*This Policy was last ratified by School Council in (October 2013)*