



Visitor Policy

VCP2018-1.0

Purpose:	The purpose of this policy is to ensure visitors, contractors, mentors & volunteers are appropriately monitored to ensure duty of care obligations are carried out. To implement a procedure so visitors are able to be accounted for in the event of an emergency incident. To ensure the general Work Health and Safety of visitors to the school. This policy also outlines the suitability requirements of Working with Children and Blue Card screening.	
Scope:	This policy applies to all visitors, contractors, mentors and volunteers entering Arcadia College or delivering programs and or services to Arcadia College.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 11 th September 2018
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2017 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2011 (Qld) • Child Protection Policy • Child Risk Management Strategy 	
Reviewed:	2 Years	Next Review: 11 th September 2020
Responsibility:	Head of School	Point of Contact: Head of School/Services Manager
Policy Owner:	College Governing Board	

Policy

Arcadia College has developed policies and procedures to manage all visitors to the school.

These following procedures must be adhered to:

- Being responsible for visitors allowed onto the school grounds.
- Ensure as a minimum a record of all visitors to the school is kept in the event of a school emergency or
- Ensure that visitors where required have the appropriate approvals to work with children, see Working with Children Check [Who Needs a Blue Card?](#)
- Ensure that contractors delivering services on site have appropriate public liability insurance.
- Ensure that any programs or content delivered by visitors complies with the school ethos.
- Ensure approval is sought and confirmed using the school's procedures outlined below prior to services being delivered to students on site.

Who is a Visitor?

Visitors may typically, but not exclusively include; parent and community volunteers, mentors, placement students, guest speakers, instructors, community representatives, business and service groups, prospective parents and employees, local members of Council, State and Commonwealth Parliaments, employees of relevant children's services, trades people, photographers or commercial salespeople.

Implementation

The [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#) requires that all people who work or volunteer in child related work apply for, pass and present a Working with Children Check Blue Card.

Arcadia College requires all visitors working directly with students in grades with individuals or groups of students to present a Working with Children Blue Card prior to commencing services with our students.

At Arcadia College, all visitors are required to report to the Administration office and register their visit prior to undertaking any activity within the school.

Programs or content being delivered must be consistent within the values of Arcadia College.

Visitors within the school, who have failed to follow the approval and sign in process will be directed back to the Administration office by a member of staff.

Visitors are again required to report to the Administration office at the end of their visit to complete sign out procedures. This will ensure that the school has a record of all visitors in the event of a school emergency or any future investigation.

Visitors, where deemed appropriate and necessary, will be provided with directions, and will be made aware of any situations or circumstances that may impact upon their safety.

Based on the Visitor's purpose for attending the school, circumstances may require that they be accompanied by a member of the school staff to their location within the school. Except in extenuating circumstances, the work of tradespeople should be scheduled to take place outside of regular school hours whereby a minimum disruption to the supervision of students occurs.

Approvals

Approvals via management will be required for the following scenarios:

- Paid contractors delivering information or services directly to students whether supervised or unsupervised.
- Volunteers or hobbyists delivering information or services to students whether supervised or unsupervised.
- Approvals are to be completed via KiSSFLOW using the "Visitor / Contractor Approval_ARC" app and will be approved by the Head of School or the Head of School's delegate.

Parents, Carers & Siblings

Parents, Carers & Siblings are required to report to reception or administration so that students can be notified to meet them. Parents, Carers or Siblings should not enter classrooms to minimise disruption to the supervision of students during class times.

Tradespeople

Tradespeople are to sign in and out at reception or through administration and are to check in with the Services Manager or a relevant manager before work is carried out on site.

Who needs a blue card?

Volunteers and trainee students need a blue card if their work included, or is likely to include:

- Working as an educator in an education and care service, or carrying out work in an education and care service premise while children are being educated and cared for at the premises, or employment where the usual functions include, or are likely to include providing education and care in the course of a commercial service, other than an education and care service, unless and exemption applied.

Who doesn't need a blue card?

A blue card is not required if the person is a:

- Volunteer guest of a school or recognized body are:
 - Observing or supplying information or entertainment to ten or more people, and
 - The activity is for ten days or less no more than two occasions per year, and
 - The person is unlikely to be alone with a child without another adult present.
- Volunteer at a national or state event organized by a school or recognized body:
 - For a sporting, cultural or skill-based activity, and
 - The event is attended by more than 100 people, and
 - The work is for ten days or less on no more than two occasions per year, and
 - The person is unlikely to be alone with a child without another adult present.

There are certain people who do not require a blue card under this category, including:

- Registered health practitioners if the work they are doing relates to their function as a registered health practitioner, or
- A volunteer parent of a child regularly receiving education and care at the education and care service, or
- A child under 18 years of age, unless they are a trainee student doing a practical placement as part of their studies with an education provider.

Examples of people who don't need a blue card...

- Volunteer parents providing services or conducting activities at an education and care service that their child regularly attends, or
- Relatives or friends caring for a child as part of a private arrangement.