Rationale

Nagle College seeks to provide an open and friendly learning environment. We recognise the importance of families as partners in their child’s education and the benefits of creating strong community partnerships with community services, schools, business and the wider community.

At the same time we recognise our duty of care to ensure a safe environment for our students and staff. We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

This policy aims to promote a safe and secure environment for our students, staff and visitors for the normal day-to-day activities of the school. Further, it aims to establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and friendly nature of our school.

Scripture

Matthew 25:35

For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me....

Vision

Nagle College is a dynamic, hope-filled community, pursuing personal excellence and self-discovery through education for all students in a nurturing Catholic community in the Salesian tradition.

Mission

Community Nature of Our College

As a pastoral community, Nagle College aims to build positive relationships based on mutual respect and trust. We value, nurture and celebrate the uniqueness of each individual’s gifts and talents. We recognise families as the primary educators of our students and we will communicate and collaborate with parents for the optimum development of their children.

Definition

Visitors are defined as all people other than

- Staff members and members of their immediate family
- Students enrolled at Nagle College
- Parents/guardians picking up or dropping off students
- Parents/guardians involved in appointments and meeting with staff (including paying fees etc.)
- Delivery people
- Sessional instructors
Visitors include but are not limited to:

- Guest speakers
- Visiting students (eg. Bairnsdale Secondary College students)
- Parents/Guardians
- Prospective parents.
- Community members.
- Those who conduct business in the school such as school photographers and tradespersons.
- Permit holders under the Fair Work Act 2009 (Cth).

Guidelines

1. Persons seeking to visit student at the College are required to obtain permission from the Deputy Principal - Pastoral Welfare or Principal before arriving at the College or upon arriving at the College. Such visitors are not normally approved.
2. Guest speakers in Religious Education need to comply with the Bishop’s list of approved speakers.
3. Canteen Volunteers do not need to sign into the main reception but must sign in via the volunteers’ book in the Canteen.
4. All visitors will be required to report to Reception prior to undertaking any activity within the school, where they will be required to sign a “Visitors” Register.
5. The Visitors Register shall include the name of the visitor, their signature; date and time and the purpose of the visit.
6. The visitor will be assigned a “Visitors” pass which they must wear at all times within the school. Similarly, visitors will be required to report to the Reception at the end of their visit to return their pass and to “sign out” in the Visitors Register.
7. Visitors will be assigned a staff mentor responsible for their visit, who will provide directions, and will make them aware of any issues that may impact upon their safety or comfort whilst at the College.
8. Visitors within the school who have failed to follow this process will be reminded to do so or asked to leave. Persons who refuse to do so may be reported to the Victoria Police and the College may seek a Trespass Order against them.
9. While this policy is aimed at encouraging parents to visit the college, this access is at the approval of the Principal and can be withdrawn at any time.
10. The College will abide by all court orders in relation to access to students.
11. All persons with a visitor’s pass on the College property are required to uphold the rules of the College and treat the College grounds and facilities with respect.

The Principal reserves the right to prohibit any potential visitor from entering or remaining within the school boundaries.

The school’s emergency management procedures will cater for visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

The Visitors Pass procedure will operate between 8.30 am and 4.45 pm on school days.

The Principal is able to waive these requirements for special events.