



Visitors Policy

Policy: Al-Taqwa College is committed to protecting the Health and Safety of all students, staff and visitors. For this reason, and to ensure minimal disruption to student learning, it is necessary to control the flow of visitors into the school.

Scope: All visitors

References: Education and Training Reform Act 2006
Education and Training Reform Regulations 2007
Working with Children Act 2005
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
Summary Offences Act 1966

WHO	KEY STEPS	CLARIFICATION
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<p>Parents/ Guardian</p>	<p>Appropriate Visiting Times</p>	<ul style="list-style-type: none"> ▪ If you wish to have meetings with any teacher, you must make an appointment by writing a note in your child’s diary. Alternatively you can call 9269 5000 and the office will pass on a message to the Teacher and the Teacher will follow up with the Parent. ▪ Any classroom visitors must first be approved by the Head of Department, Principal or delegate, please refer to the Volunteers Policy. ▪ If a Parent/guardian has been requested to visit the classroom on an observational visit (eg; behaviour concern) they will need to sign in the visitors register upon arrival to the Front Administration office. The Teacher/host must be in supervision of this visitor at all times whilst on the College grounds and in the classroom. ▪ All Parents/guardians who have an arranged appointment at the College are required to report to the Administration Office to sign in. Parents are not permitted to go directly to the meeting room or classroom. ▪ All Staff are required to conduct Parent/guardian meetings in the Administration Building Interview rooms or Boardrooms and book these in advance through the approved systematic procedure. ▪ Visitors are not allowed to enter the staff room or use any of the school facilities unless specific permission has been obtained from the Head of Department, Principal or his delegate. ▪ Parents are not allowed to come to the school during recess and lunch breaks to eat lunch with the students. ▪ The school reserves the right to turn away any parents or visitors who are without an appointment or remain in the school grounds longer than necessary. ▪ All Staff responsible for organising major College events are required to advise the College Marshall and IT for security support purposes.
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All visitors	Appropriate Dress	<ul style="list-style-type: none"> ▪ Visitors may be asked to adhere to the <u>Uniform Policy</u> prior to entering the school ground ▪ Visitors who are deemed to be unsuitably dressed may be asked to leave. ▪ Visitors must be escorted and supervised at all times whilst on the College grounds and in classrooms by the Host/staff member appointed. ▪ All female Visitors are required to wear hijab. ▪ All male and female visitors are to dress modestly and no shorts or short skirts and short sleeves are permitted. ▪ All Hosts need to advise their respective visitors in advance prior to their appointment date to follow the dress code requirements of the College.
All Visitors & Contractors	Parking	<ul style="list-style-type: none"> ▪ Please be aware that for appointments or all general enquiries, visitors must enter the school through gate number 3 and report to the Administration office prior to entering the school grounds. Gate 1 is ONLY for staff; Gate 2 is ONLY for buses. NO access will be given to gate 1 or 2. ▪ If any Delivery Drivers or Contractors are required to enter through Gates 1 or 2, they will be required to report to Administration office and sign in at the Visitor Register book.
All Visitors (Parents/guardians, CRT's, Contractors)	Visitors Pass	<ul style="list-style-type: none"> ▪ Visitors are not allowed to go directly to the classroom or coordinators office. All visitors must attend the main office to obtain a "Visitors Pass", which must be worn and returned to the main office before you leave the school grounds. ▪ Visitors must sign in and out in the visitors log to ensure the school is maintaining an accurate record of people in the school grounds in case of an emergency situation. ▪ Students who are visiting the college and who are not formally attending classes are required to report the Administration Building Office and sign in the Visitor Register (eg; Work Experience students, VCAL Work Placement students, students from other schools, students not in formal classes).

All Visitors	Code of Conduct	<ul style="list-style-type: none"> ▪ It is expected that all visitors will behave appropriately at all times, and treat Al-Taqwa College staff, students and other visitors with dignity and respect. ▪ Offensive/ abusive language and/or actions will not be tolerated. ▪ There is strictly no smoking, alcohol pornographic material at the College. ▪ All pork products are strictly not permitted (eg; ham, bacon). ▪ Visitors who act inappropriately will be asked to leave the premises immediately, if necessary the Police will be called. ▪ Where appropriate, the school may decide to ban a visitor from the premises. If this occurs the visitor will be notified of this action in writing where contact details are available. ▪ The code of conduct applies to all areas of the College including the car park areas and includes adherence to all safety and speed limit requirements around the College at all times. ▪ If Visitors, Contractors, CRT's Parent/guardians, behaviour is not appropriate, then they will be asked to leave the premises immediately or in some circumstances the police will be called.
All Visitors	Trespassing	<ul style="list-style-type: none"> ▪ Any person not adhering to the procedure set out above, or any person refusing to leave the school ground when asked to do so, will be deemed to be trespassing. ▪ Under section 9 of the Summary Offences Act any person caught trespassing may be charged and fined up to 25 penalty units or 6 months imprisonment. ▪ If a person is deemed to be trespassing a written warning will be given. ▪ Any further instances of trespass will be referred to the Police.

All Visitors	Emergency Procedures	<ul style="list-style-type: none"> ▪ All Visitors to the College are required to comply with all the College's safety and emergency requirements: ▪ Health & Safety - Your safety is important to us. Please remain in the company of the person you are visiting. You have a responsibility to care for you own and others health & safety. ▪ Emergency Procedures - Follow the instructions of your emergency control team member. In the event of an emergency, leave the building by the nearest safe exit and report to the evacuation point as directed. ▪ Incidents & Accidents - Any incident or accident whilst on the premises must be reported immediately.
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