

Rationale

against theft, vandalism and misuse.

This policy aims to facilitate the safety and wellbeing of all members of the College community and to safeguard the College resources. It outlines procedures that visitors are expected to observe when entering the College grounds. It also presents procedures for staff, students and parents to follow in identifying and responding to visitors to the College.

All members of the community – staff, students and parents – share the responsibility for ensuring that OLMC is a welcoming and safe environment. Compliance with this policy is a requirement of the whole school community.

Principles

- OLMC is committed to providing a safe, secure and welcoming environment for students, staff, parents, contractors, guest speakers and other visitors.
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Procedures

Working with Children Checks

Anyvisitor to the College is

Contractors and Sub-contractors

Contractors and sub-contractors are inducted into the school by the Building Services Manager. They are to enter the site via the rear gate and sign in on Pass Tab at the Building Services Managers Office.

Staff will be notified on the day that contractors and subcontractors are scheduled to be onsite. Contractors and sub-contractors with a current WCC are allowed to work unsupervised throughout the school, while those without a current WCC must be supervised by a staff member during school hours. Contractors and sub-contractors wear a Visitors badge during school hours. The exceptions are those who have been inducted into the school and/or are regular contracted workers. They must wear their identification tags or company uniform (for example, school cleaners must wear the uniform of Danihers Cleaning Service). At the end of the day they are to sign out.

Expectations of Staff

Staff are expected to:

- Engage with unfamiliar people who not wearing a Visitors badge and direct them to the Visitors' Reception. If there is any sense of feeling unsafe, staff are to contact Visitors' Reception and call for assistance.
- Reinforce with students the expectation that they not engage with unfamiliar people on campus who are not wearing a Visitors badge; also, that they report unidentified/unfamiliar visitors to staff members.
- Accompany and supervise visitors to the school as required (see above).
- Wear a name badge throughout the day in order to minimise uncertainty about who may or may not be a visitor on campus.

Expectations of Students

Students are expected to:

- Not approach unidentified visitors on campus (i.e. those not wearing Visitors badge)
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Related Policies

- Child Protection Reporting Obligations
- Safeguarding Children and Young People Code of Conduct
- MercyEducation Ltd & OLMC Code of Conduct for Staff and Volunteers
- Occupational Health and Safety Policy
- Visitors on Campus Policy
- Child Safe Policy
- Ministerial Order 1359

Policy Ratified: July 2010

Policy Reviewed: October 2023

Next Review Date: October 2025

Person Responsible: Head of Operations