



Australian Islamic College Adelaide

VISITORS POLICY

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Purpose

This Policy aims to promote a safe and secure environment for our students, staff, families and visitors. It also aims to establish protocols and procedures that effectively monitor and manage visitors, helps contribute to the College's existing duty of care practices, as well as supports the College's emergency management procedures.

Visitors

All visitors must first report to reception to sign in. Each Visitor must sign in using the visitor log book. The Visitor Log Book requires information such as the date, visitor's name, who they are visiting and time of arrival. If not already wearing an official identification badge, visitors will be provided with a visitor's badge which must be worn for the duration of their visit.

Visitors should remain in reception until they are collected by a member of staff. Visitors must not be left to roam around the school campus unaccompanied.

For the purpose of this policy, **visitors** are defined as:

- Tradespersons
- Guest speakers
- Relief Teachers
- Other visitors

For the purpose of Child Safety and Child Protection, visitors who have signed in at reception must then be accompanied by a member of staff at all times. If a staff member has any concerns about the conduct of a visitor while on College premises, the concern must be reported to the Principal immediately.

Short-term Visitors

Short-term visitors, who are remaining in the reception area or administration area only, do not need to sign in.

However, short-term visitors delivering goods to areas other than reception or the administration building, must be escorted by a member of staff to and from the location.

For the purpose of this policy, **short-term visitors** may include:

- Parents dropping off lunches or collecting ill students
- Parents paying fees or coming solely to reception
- Couriers, mail contractors, delivery drivers, etc
- Families attending interviews

All visitors, upon completion of their visit to the College, must return to Reception, sign out of the Visitor Log Book and return their visitor badge to the receptionist.

Implementation Date:	[July 2017]
Last Reviewed Date:	[April 2018]
Approved by:	[Executive Principal]
Next Review:	[December 2018]