



Visitors Policy

Prepared by	ICE Board
Date Prepared	April 2020
Date ratified by the Board:	...
Monitored by	Principals/Board
Review by	Principals/Board
Date for review	June 2022
Status	Final
Policy Pertains to:	All ICE members and staff
File Details:	...

Version	Date	Notes
1.2	April 2020	Reformatting

Authorised By	Date

Version History

Version	Date	Notes
1.0	2003	New Illawarra Christian School Policy
1.1	October 2016	Change of operational name to ICE, Campus to School and reformatting
1.2	April 2020	Reformatting

1 INTRODUCTION

As a Christian community Illawarra Christian Education seeks to ensure that it provides a safe and positive environment for all students, staff, parents and visitors. It seeks to ensure that all persons abide by relevant legislation and are treated with dignity, respect and care for the duration of their time on campus.

It is the goal of this school to recognize the importance of parents and carers as members of the school community, and seek to facilitate, through this and other relevant policies, the positive involvement of members of the school community in school activities.

2 POLICY

It is the policy of Illawarra Christian Education that:

- All visitors to the school between the hours of 8.00am and 4.00pm on school days shall report to the school administration office upon arrival.
- If the office staff determine that it is appropriate for the visitor to remain on campus, the visitor shall:
 - Sign the visitor's register. The register shall detail name, phone number, reason for visit, time in, and time out.
 - Be provided with, and shall wear a numbered "visitors badge" for the duration of their time on campus.
 - Return the "visitors badge" to the office at the conclusion of their time on campus and sign out.
 - Be required to sign appropriate child protection documentation should their purposes on campus fit into the legal definition requiring such documentation.
- Office staff shall require evidence of identity where appropriate.
- If the office staff is uncertain regarding the appropriateness of the visitor remaining on campus they shall consult a member of the educational (in the case of educational matters) or administrative (in the case of administrative matters) executive.
 - Ex-students wanting to visit ICS students shall only do so with the approval of the principal or his delegate. They shall be required to complete the visitor's register and wear a visitor's badge. Ex-students visiting students may only be on campus during recess or lunch times.
 - Visitors should be given clear instructions regarding where they should go and to whom they should report.
 - Parent helpers, as members of the school community, are not required to report to the school administration office upon arrival.

- All parent helpers shall:
 - Be provided with, and wear a “parent helper badge” for the duration of their time on campus. Teachers shall distribute parent helper badges. These badges do not need to be numbered or details recorded.
 - Be required to sign appropriate child protection documentation should their purposes on campus fit into the legal definition requiring such documentation.
- Parents or family members who are on campus to “drop off” or “pick up” are not required to wear a “parent helper badge”.
- Family of staff members are regarded as members of the school community and are not required to wear a badge.
- All staff should be alert to and willing to challenge any stranger on campus who is not wearing a badge and is not accompanied by a staff member.
- This policy may be varied/suspended at the discretion of the principal or business manager or their delegate.
- The office manager shall administer the visitor policy and procedure.