



VISITORS CODE OF CONDUCT

Purpose

This document outlines the code of conduct for all Contractors, sessional staff, or consultants. It is important as a College that everyone who comes onto the College site adheres to the principals of a Child Safe Organisation.

A child safe organisation consciously and systematically:

- Creates an environment where children's safety and wellbeing is the centre of thought, values and actions.
- Places emphasis on genuine engagement with and valuing of children.
- Creates conditions that reduce the likelihood of harm to children and young people.
- Creates conditions that increase the likelihood of identifying any harm.
- Responds to any concerns, disclosures, allegations or suspicions of harm.

Application

All visitors must follow these guidelines:

- There is no smoking, vaping, alcohol consumption, inappropriate language or gestures on the College premises.
- Visitors to the College carrying out works must follow all OH&S guidelines specific to their works and must notify the College of any OH&S concerns that arise.
- Visitors must wear a visitors badge at all times and must sign in upon entry to the school and out again (during school hours) in the Visitors Book.
- Visitors unless their purpose here is to work with children, must not engage with students. If an issue arises involving students, the visitor must report the issue to a teacher rather than address the students.
- If the nature of the visitors work involves working with children, a WWC card must be sighted upon signing in.
- For regular visitors to the College, a copy of their WWC is required to be provided to the Administration Office (where the duties to be carried out involve working with children).

We thank you for your service to the College and for following these guidelines.