

## 1. Purpose

The purpose of this procedure is to describe St Benedict's Catholic Primary School's approach to managing and monitoring visitors to school premises located at 22 St Benedict's Cl, Mango Hill QLD 4509.

This procedure applies to:

- Parents/legal guardians of students enrolled at the school
- Extended family/friends of students enrolled at the school
- Volunteers
- Practicum students/work experience participants
- Contractors (construction and maintenance)
- Contractors delivering services to students (arranged by school)
- Contractors delivering services to students (via facility hire agreements)
- Parish and community visitors
- Relief staff
- BCE consultants/BCE staff visitors

This procedure does not apply to permanent employees (teachers/school officers) who are assumed to be onsite at rostered times, unless the school has been notified otherwise. See Section 3.2.2 for guidance on procedures for term time employees to attend site during term breaks.

This procedure does not apply to Catholic Early Ed Care (CEEC) staff who are operating on school premises under the terms of the CEEC/School agreement and BCE/CEEC Memorandum of Understanding.

## 2. Roles and Responsibilities

School Principal	<ul style="list-style-type: none"> <li>• Ensure appropriate resources are available to facilitate compliance with this procedure.</li> <li>• Communicate this procedure to the school, contractors and wider community.</li> <li>• Ensure procedure requirements are communicated in correspondence with potential visitors to the school.</li> </ul>
School Administrators	<ul style="list-style-type: none"> <li>• Implement this procedure.</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>• Ensure procedure requirements are communicated in correspondence with potential visitors to the school</li> </ul>

### 3. Requirements

#### 3.1 General Requirements

- 3.1.1 Safeguarding is a shared responsibility. BCE has zero tolerance for all forms of abuse and is committed to safeguarding children and adults-at-risk in all our activities and services.
- 3.1.2 BCE is committed to creating and maintaining a safe and secure environment, and to prioritising the protection and best interest of children and adults-at-risk. It does this by ensuring that the documents referred to in Section 5 of this procedure outline behavioural requirements of visitors to school premises.
- 3.1.3 St Benedict's Catholic Primary School's Emergency and Evacuation Plan includes a requirement to complete either a roll call or a headcount in the event of an emergency. Local sign in procedures are regularly reviewed and risk assessed. They consider the practical application of managing sign-in with limited resources in high-traffic environments.

#### 3.2 Specific Requirements

- 3.2.1 Visitor requirements during school operating hours (Term time: 7:00am to 3:30pm).

Activity	Requirement
Parents/Legal Guardians <sup>1</sup>	<p>Parents/legal guardians of students who are enrolled at the school are not ordinarily required to sign in at the office when dropping off or picking up students, visiting classrooms, attending parent/teacher interviews or attending school events.</p> <p>Parents/legal guardians should check invitations and follow site instructions for event-specific sign-in procedures.</p> <p>Parents/legal guardians visiting school premises once classes have commenced should sign in at the office.</p> <p>Parents/legal guardians agree to accept and support school policies and procedures, which includes the BCE Parent and Visitor Code of Conduct.</p>
Extended family/friends of	Extended family/friends of students who are enrolled at the school are not ordinarily required to sign in at the office when

<sup>1</sup> Code of Conduct for Parents and Visitors: <https://www.bne.catholic.edu.au/aboutus/Documents/Code-of-Conduct-for-Parents-and-Visitors.pdf>

Activity	Requirement
students enrolled at the school	<p>dropping off or picking up students, visiting classrooms or attending school/community events.</p> <p>Extended family/friends should check invitations and follow site instructions for event-specific sign-in procedures.</p> <p>Extended family/friends visiting school premises once classes have commenced should sign in at the office.</p> <p>All visitors are required to accept and support school policies and procedures, which includes the BCE Parent and Visitor Code of Conduct.</p> <p>Note: Students cannot be signed out of school by anyone other than a parent/legal guardian unless they are listed as a contact on the school database or a parent/legal guardian has called the school to nominate an alternate (in which case, identification will be requested).</p>
Volunteers <sup>2</sup>	<p><i>Volunteers working on BCE premises</i> Volunteers (including Parent, Community and Parish Volunteers) are to report to the office upon arrival at the school or workplace to participate in volunteer duties.</p> <p>Volunteers must sign in and out, be issued with and return a visitor or volunteer identification and wear the identification at all times on BCE premises.</p> <p><i>Volunteers working away from BCE premises</i> Volunteers (including Parent, Community and Parish Volunteers) must report to a designated point or workplace representative to sign in before undertaking work (e.g. camps, excursions, fundraising events).</p>
Practicum Students/Work Experience	Practicum students or work experience participants must sign in and out, be issued with and return a visitor or volunteer identification and wear the identification at all times on BCE premises.

<sup>2</sup> Volunteer Safety Procedure: <https://mybcecatholicedu.sharepoint.com/support-services/SitePages/Volunteer-safety-procedure.aspx>

Activity	Requirement
Contractors <sup>3</sup> (minor contracts, major contracts)	All contractors performing services on school or office grounds during school hours, including contractors engaged by Related Parties (BCE entities, Parish, CEEC) must report to the reception to sign in and obtain a contractor's badge prior to accessing their nominated work site. This includes: <ul style="list-style-type: none"> <li>- Construction contractors</li> <li>- Maintenance contractors</li> </ul>
Contractors delivering services to students (organised by school/BCE/or by agreement with Principal)	All contractors performing services on school grounds during school hours must report to the reception to sign in and obtain a contractor's badge prior to accessing their nominated work site. This includes: <ul style="list-style-type: none"> <li>- Incursion service providers (e.g. science, cultural)</li> <li>- Allied health and therapist (speech/hearing tests)</li> <li>- Allied health professionals (student observations)</li> <li>- Support workers (student support)</li> <li>- Formal photographer</li> </ul>
Contractors delivering services to students (facility hire agreements)	All contractors performing services on school grounds during school hours must report to the reception to sign in and obtain a contractor's badge prior to accessing their nominated work area. <ul style="list-style-type: none"> <li>- Private tutors (e.g. music, dance, sports).</li> <li>- Allied health personnel and therapists (private).</li> </ul>
Community and Parish Visitors	Community and Parish Volunteers not ordinarily required to sign in at the office when attending school events or Mass but should check invitations and follow site instructions for event-specific sign-in procedures (e.g. school tours, enrolment interviews, prep induction).
Relief Staff	Relief teachers and school officers are to report to the office upon arrival at the school or workplace before commencement of duties. Relief staff must sign in and out, be issued with, and return a visitor identification and wear this identification at all times on BCE premises.
BCE contractors/staff visitors	All BCE contractors/staff visitors must sign in at the office upon arrival at the school ahead of commencing activities/meetings etc.

<sup>3</sup> Contractor Induction Manual [https://mybcecatholicedu.sharepoint.com/support-services/HSEDocuments/Contractor%20Induction%20Manual%20\(App.%202022\).pdf#search=contractor%20agreement](https://mybcecatholicedu.sharepoint.com/support-services/HSEDocuments/Contractor%20Induction%20Manual%20(App.%202022).pdf#search=contractor%20agreement)

### 3.2.2 Visitor requirements outside school hours and during term breaks

Activity	Requirement
Employees	Employees who ordinarily work term time only should have approval from the Principal (or delegate) before attending the school site. A Lone Worker Check In form should be completed and approved in the event the employee is working alone at the school location.
Volunteers <sup>4</sup>	Volunteers (including Parent, Community and Parish Volunteers) are to report to the designated workplace representative before undertaking work.
Contractors <sup>5</sup> (minor contracts, major contracts)	<p>Examples include:</p> <ul style="list-style-type: none"> <li>- Construction contractors</li> <li>- Maintenance and cleaning contractors</li> <li>- Security contractors</li> </ul> <p>All contractors performing services on school or office grounds outside school hours must follow visitor procedures outlined in contract agreements:</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>- Individuals reporting to a designated workplace representative.</li> <li>- Contractor supervisors keeping a register of staff onsite on any given day.</li> </ul>
Contractors delivering services to students (facility hire agreements)	All contractors performing services on school grounds outside school hours are required to manage their own sign-in procedures and must manage use of facilities as per contract conditions.
Community and Parish Visitors	Community and Parish Volunteers not ordinarily required to sign in when attending events or Mass but should check invitations and communications for event-specific procedures.

<sup>4</sup> Volunteer Safety Procedure: <https://mybceatholicedu.sharepoint.com/support-services/SitePages/Volunteer-safety-procedure.aspx>

<sup>5</sup> Contractor Induction Manual [https://mybceatholicedu.sharepoint.com/support-services/HSEDocuments/Contractor%20Induction%20Manual%20\(App.%202\).pdf#search=contractor%20agreement](https://mybceatholicedu.sharepoint.com/support-services/HSEDocuments/Contractor%20Induction%20Manual%20(App.%202).pdf#search=contractor%20agreement)

## **4. Non-Compliant Visitors**

- 4.1 Visitors who do not comply with this procedure will be identified to the Principal or delegated school leader.
- 4.2 The Principal or delegated school leader will implement BCE procedures to manage non-compliance with BCE and local procedures

## **5. Compliance Monitoring**

Non-compliance with this procedure is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct. Compliance with this procedure will be monitored by the Principal.

## **6. References**

### **6.1 BCE Procedures:**

- HSW Accountabilities and Responsibilities Procedure
- Volunteer Safety Procedure
- Contractor and Supplier Management Procedure
- Curriculum Safety Procedure
- Emergency Management Procedure

### **6.2 BCE Policy:**

- Safeguarding Policy

### **6.3 BCE Codes of Conduct:**

- Staff Code of Conduct
- Code of Conduct for Parents and Visitors
- Code of Conduct for Volunteers and Other Personnel
- Supplier Code of Conduct

### **6.4 Other**

- St Benedict's Catholic Primary School's Child and Youth Risk Management Strategy
- Contractor Induction Manual
- BCE Purchasing Terms and Conditions
- BCE Deed of Agreement – Use of School Facilities

## **7. Performance**

The school will perform a high-level check of this procedure annually and a detailed review at least every two years.

## 8. Definitions

Parent/legal guardian	This term refers to parents, legal guardians, carers, and people who exercise parental responsibility for a child.
Extended family/friends	This term refers to siblings, members of extended family and family friends as identified by a parent/legal guardian or student.
Volunteer	A community member who freely offers to take part in an enterprise or undertake a task having: <ul style="list-style-type: none"> <li>- Completed BCE's Student Protection and Code of Conduct Training for Volunteers and Other Personnel.</li> <li>- Completed and signed a Volunteer Registration Form (annually)</li> <li>- Complied with the Working with Children Checks (Blue Card Screening) Procedure.</li> </ul>
Community	Refers to staff, students, parish, parents, local business and community organisations and visitors to BCE workplaces

## 7 Document Control

Procedure title	Visitor Procedure
Approver	Principal
Delegation No.	
Date issued	1 October 2024
Version No.	1.0

## 8 Version History

Date reviewed	Version No.	Sections updated
Date	1.0	