

NAGLE CATHOLIC COLLEGE : POLICY STATEMENT

Originally released: 2011
Due for Review: 2014

Visitors to the College

Rationale This policy outlines the requirements and steps taken to ensure that Visitors to Nagle Catholic College are identified at point of entry to the College and have a legal and legitimate reason for attending the College and will not adversely affect the smooth management of the College or put either the students or staff at risk in any way.

Definition Nagle Catholic College is committed to providing a safe working and learning environment for staff and students. At all times care is taken to minimize risk to staff and students and protect their privacy.

Procedures And Guidelines This policy will be implemented in an ongoing basis by the College. The following procedures apply:

- Provision of OH&S information to employees and contractors/subcontractors
- **All** visitors to the College must enter via the Front Office Reception where their details will be recorded- (Names, times of entry and exit to the College and legitimate reasons for visiting the College). On exiting the College via the Reception all visitor badges must be returned
- Contractors and sub contractors to the College must have the necessary certificates and qualifications to carry out the work they have been contracted to do in a safe and secure manner in accordance with OH & S guidelines.
- Ensure that contractors and sub contractors have the necessary current public liability insurance with a minimum \$10,000,000 cover.
- It is a requirement that any adults working in the College, even in a voluntary role or having contact with students hold a current **Working with Children Check**, and employees must also have a Dept. of Education and Training **MCEETYA** clearance.
- All contractors and subcontractors must be announced to the Property Manager or Business Manager on arrival at the College and will be directed by them.

