

EMMAUS COLLEGE



MANAGEMENT OF VISITORS TO THE SCHOOL

Emmaus College welcome parents, caregivers and visitors at appropriate times. These procedures are in place to support the safety of students, the school community and those visiting the campus.

- During school hours all visitors (including parent helpers) must report to College Reception, sign in electronically and receive a visitor identification to display clearly. This sticker must be visible at all times while on the school premises. All visitors will sign out electronically at College Reception at the conclusion of their visit.
- Sign in and sign out procedures are in place to keep records of adults on the premises. These may be needed in the case of an emergency.
- All volunteers must complete the mandatory training requirements (Student Protection, Code of Conduct and WH&S) in compliance with Brisbane Catholic Education guidelines. Information is available on the BCE policies tab on the College website.
- Parent participation in the life of the school is encouraged. Parents can assist in many ways, both in and out of the classroom. Class teachers will advise times and tasks when parent assistance is required. Confidentiality and privacy for all must be maintained.
- All non-parent volunteers (grandparents, uncles, aunts, siblings, extended family) who help at the school in any capacity must hold a Volunteers Blue Card. A register of volunteers is maintained at the school.
- Contractors must provide appropriate WH&S documentation prior to communication of work at the College. Processes, areas of work and times for access must be agreed to by the Principal or a delegate. Contractors must notify the College when they arrive and leave each time either via the electronic sign in procedure or by calling a nominated representative.