



## VISITOR PROCEDURES

### INTRODUCTION

Every student has the right to feel safe and free from harm in every area of his or her life including when at school. The protection of children and young people is of paramount importance and the Anglican Church Southern Queensland (ACSQ) takes this responsibility very seriously.

The ACSQ has developed the *Student Protection in Anglican Schools Policy and Procedures* to guide school staff, volunteers and visitors (paid or unpaid) to an Anglican school in their responsibilities under legislation and/or policy to recognize and report suspected child abuse and neglect or inappropriate behaviour towards a student.

The '**Guide for volunteers and visitors to Anglican Schools**', identifies the responsibilities, and behavioural obligations.

### DEFINITION

A **visitor** to a school is any person who visits the school on a one-off or regular basis to provide services (paid or unpaid) to the School. This includes contractors, consultants and presenters of one-off programs.

### ST HILDA'S SCHOOL EXPECTATIONS

Visitors to St Hilda's School are required to read and complete the, '*Guide for Visitors and Volunteers to Anglican Schools*', developed by the Anglican Schools Commission.

*This guide informs visitors to St Hilda's School of their responsibilities for recognising and reporting information in relation to child protection.*

Visitors are to read the document carefully, complete and sign as indicated, and return the document to their staff supervisor prior to their visit to the School campus.

### INDUCTION

Visitors are to undergo an induction with their supervising staff member prior to their event on the School campus.

- 1. Student Protection in Anglican Schools – recognizing and reporting information in relation to child protection**

As per the '*Guide for Visitors and Volunteers to Anglican Schools*'.

- 2. Dress Code:**

Professional attire is an expectation for all employees, visitors and volunteers at St Hilda's School.

### **3. Sign-in and Sign-out Procedures:**

- Visitors are to arrive at Visitors' Reception via Gate 2 Cougal Street Southport where they are required to sign in prior to entering the School Grounds.
- Visitors will receive a visitor's badge for the duration of their visit.
- Visitors will be met by their supervising staff member at Visitors' Reception, escorted to the venue, and at the end of the presentation/visit escorted to Visitors' Reception to sign out and return your visitors' badge before leaving the School grounds. If attending the School after hours, Visitors are required to sign in and out from Boarders' Reception with their supervising staff member.

### **4. Restricted Access:**

Visitors are to be supervised by a staff member at all times whilst at St Hilda's School campus.

### **5. Emergency Procedures:**

During an emergency evacuation, Visitors are to follow the instructions of your supervising staff member (Assembly point: School Oval).

### **6. Responsible use of Social Media:**

Visitors are advised that no photos are to be taken or social media posts actioned without expression permission from the Principal.

### **7. The Student Protection Officers (SPOs) at St Hilda's School are:**

Senior School: Wendy Lauman (Deputy Principal), Caroline Brodar (Head of Senior School), Cody Boles (Counsellor) and Liz Giovas (Counsellor).

Junior School: Lisa Cleverly (Head of Athena and Director of Pre-Preparatory), Tracey Maynard (Head of Junior School), Melissa Wilkins (Deputy Head of Junior School), and Katherine Holmes (Coordinator of Parent and Community Engagement).

### **8. Questions on Reporting Process:**

Questions in relation to the reporting process are to be directed to the Visitor's supervising staff member.