

MARK OLIPHANT COLLEGE



Visitor Access Policy - Mark Oliphant College 2025

VERSION 1



Policy Author	Deputy Principal Michael Mattei in collaboration with Senior Leadership
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File Path	

Vision:

Mark Oliphant College is committed to providing a safe, secure, and focused learning environment where students can thrive. Through clear guidelines for visitor access, we foster strong partnerships with our community while minimising disruptions to learning and ensuring the wellbeing of all students and staff.

Purpose:

This policy outlines the procedures for managing parent and caregiver access to Mark Oliphant College to ensure a safe and secure learning environment for all students and staff. This policy aims to improve campus security and maintain a focused learning environment by limiting unsupervised visitor access during school operational hours.

The policy aims to balance the need for community engagement with the college's duty to protect student wellbeing through upholding workplace health and safety standards. This policy outlines guidelines for visitor entry and communication channels to support a respectful school environment, ensuring all interactions are supervised by College staff and coordinated through the main reception area.

Scope:

This policy applies to all visitors, including parents, guardians, and caregivers, seeking access to Mark Oliphant College, as well as all staff responsible for implementing and enforcing access procedures. This policy applies to all visitors who may be seeking to access the site during operational hours (8:15am to 4:00pm).

These include:

- Parents/caregivers or their delegates who are dropping-off or picking-up students from either the Children's Centre, Primary Years or Secondary Years.
- Parents/caregivers or their delegates who are dropping-off or picking-up students from Outside School Hours Care.
- Parents/caregivers or their delegates attending school events such as parent teacher interviews, concerts, sport or other school activities.
- Governing Council and related groups including all sub-committees and working groups.
- Community groups who have entered into contracts or agreements with Mark Oliphant College to use school facilities outside of school hours will have access if approved by School Council.

This policy also applies to students arriving to the college after the 8:50am bell – they are required to enter the college grounds through the Front Office Administration building.

The policy ensures that all members of the school community understand their roles and responsibilities in maintaining a safe environment.

Visitor Access:

During core school hours, visitors must remain in the designated reception area – visitors will not have unrestricted access to the college grounds or areas beyond reception. The sliding doors adjacent to Student Services will remain closed to prevent unauthorised entry. Reception staff will manage all visitor entry and exit via Reception.

The following conditions apply:

- ✓ Visitors must enter through the main entrance and sign in/out for each visit, in line with school procedures.
- ✓ The right of entry of a visitor is at the principal's discretion. This permission can be withdrawn at any time by the principal or their delegate.
- ✓ All visitors must be supervised by a school staff member (this excludes designated contractors who have specific permissions)

- ✓ Visitors must follow directions from supervising school staff.
- ✓ Visitors working with children will need to provide the college with valid Working with Children Check documentation in line with the Department for Education policy.
- ✓ If needed, visitors are restricted to use staff toilets only (under no circumstances may they enter student toilets).

Additional Requirements:

- ✓ Visitors may not photograph or film students (photos/recordings), in line with the Department for Education's 'Duty of Care to Children and Young People' Policy.
- ✓ Visitors are made aware of the college's emergency exits and emergency procedures during the Sign in, in line with the 'Emergency Management Policy'.

Parent/Caregiver Access (Gates – 'Drop off' and 'Pick-Up'):

Mark Oliphant College welcomes visitors, particularly parents and caregivers, and values their contributions to our college community. Parents and caregivers are encouraged to engage with the college, and are welcome to enter school grounds through the external access gates each morning for the purpose of guiding their children to their class.

- Parents/caregivers are **not permitted in teaching spaces** (classrooms/common areas), including before, during and after school.
- Parents/caregivers are **not permitted to use student toilets** at any time.

NOTE: The Children's Centre is accessible to parents and the community during school-term opening hours, 8:15am to 3:30pm, via the entrance to the Children's Centre.

This restriction prevents disruptions to students' routines and regulation, ensuring a predictable learning environment. Allowing parents into classrooms can create distractions, interfere with instructional time, and potentially impact student behaviour and emotional regulation. Additionally, this restriction minimises security risks by ensuring that only visitors who hold a valid 'Working with Children Check' have access to learning areas.

All college gates are locked at 9:00am. As such, all parents and caregivers are required to be off-site shortly after the 8:50am bell. Once gates are locked, parents and caregivers must exit through the Front Office Administration building. Any parents or caregivers remaining on college grounds beyond 9:00am are required to 'sign-in' at the Front Office Administration building.

All college gates are opened at 2:50pm on Mondays, Tuesdays, Thursdays and Fridays, and at 2:00pm on Wednesdays. Again, parents are encouraged to meet their children outside their designated classrooms.

Downer Contractors:

Mark Oliphant College operates as a Public-Private Partnership (PPP) school. As such, Downer engage with the college to ensure infrastructure and services are maintained.

- All Downer contractors must wear identifying badges while on site.

This requirement ensures that all contractors working on school grounds are easily identifiable by staff and students. It prevents unauthorised individuals from posing as workers and gaining access to learning spaces (badges allow staff to quickly verify if a contractor has the necessary permissions to be on-site).

Staff Responsibilities:

The college is responsible for ensuring all visitors' information (name, the reason for the visit, date, and entry/exit times) is recorded. The college will also issue all visitors with identification upon sign-in.

The college will make a determination regarding adequate supervision for visitors. This includes accompanying visitors during their visit, if appropriate.

For example:

- A contractor with valid Working with Children documentation working in school grounds may not need individual supervision.
- A visitor wanting to enter college grounds without appropriate documentation (parent/caregiver wishing to meet with a staff member) will need to be supervised throughout their visit.

*Note: **Under no circumstances will visitors enter college grounds during school operational hours unsupervised** – this aligns with the Department for Education's 'Duty of Care to Children and Young People Guideline'. When parents or caregivers are on site, they must be supervised in a manner that aligns with the school's duty of care obligations.*

Communication Protocols:

Parents and caregivers who need to contact a staff member during operational hours must do so via phone, email, or by booking an appointment through reception. Walk-in requests may not always be accommodated.

Mark Oliphant College maintains a commitment to resolving complaints and a culture that recognises the importance of strong connections with our wider community. While we invite parents and caregivers to discuss matters of concern, all matters must be addressed through following the '**Grievance and Complaints Procedure for Parents and Caregivers**' available on the college website.

For support or further questions relating to this policy, contact Mark Oliphant College administration on 8209 1600.