



Sacred Heart
College
GEELONG

SITE ACCESS POLICY

Rationale

At Sacred Heart College our Mercy values of respect, justice and service compel us to provide a safe, supportive and welcoming environment for all who visit or attend the College. We recognise our duty of care to ensure a safe and protective environment and expect all who visit or attend the College to share this commitment.

Policy Statement

This policy aims to ensure all those on College grounds are accounted for in a way that ensures a safe, supportive and welcoming environment for all. It supports the maintenance of accurate records for those present on College grounds at any given time, and ensures the responsibilities pertaining to any individuals or groups coming to the College are clearly understood.

All those on College grounds are bound by the College's Child Safety Policy, Safeguarding Children and Young People Code of Conduct (*policy name to be confirmed*), and the Mercy Education Code of Conduct. All College occupants are responsible for the occupational health and safety of themselves and those around them. Any injuries, incidents, or near misses must be reported to a member of the OHS Committee, or in the case of visitors/guests, to the person responsible for their supervision while on College grounds.

Definitions

- V-Pass:** App-based sign in/out register for all visitors to the College
- Visitors:** Can include (but are not limited to) the following:
- Prospective families and employees
 - Those who are addressing a need, such as families, alumni, mentors, volunteers, invited speakers, sessional instructors, industry partners, representatives of community/business/service groups, local members of parliament
 - Those who are conducting business, such as official school photographers, commercial salespeople
 - Contractors
 - Health practitioners
 - Children services agents
 - Persons authorised to enter College premises for a specific purpose, eg WorkSafe or Environmental Health officers



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College Opening Hours

Employees, students, visitors, volunteers and contractors should not be on College grounds for work outside normal business hours unless part of their usual position responsibilities or previously agreed by their supervisors. Employees working hours are maintained in Synergetic (non-teaching employees) and the College timetabling system (teaching employees).

The main College buildings are open for normal business during term time as follows:

- **Gate Access**
Monday to Friday 7.00am until 5.00pm (term time)
- **Access to College by Employees and Approved Contractors**
Monday to Friday 7.00am until 5.00pm (term time)
- **Reception**
Monday to Friday 8.00am until 4.30pm (Fridays until 4.00pm) (term time)

Facilities

The College offers some facilities, eg Celies, O'Dwyer Centre, Talbot Street Gym, for use outside normal business hours for recreational, business, and hospitality purposes by employees or hirers. All users are to be inducted on the equipment/facilities they are using and adhere to the College's Emergency Management Plan at all times.

Where relevant, organisations will liaise with the College Organiser at the time of booking to provide a current public liability certificate.

Alarm Codes

Employees are issued with alarm codes on request and may enter the College outside of normal working hours, for purposes other than the use of the gym, if they have been authorised by their supervisor to do so. Members of the CLT may restrict or limit physical and alarm code access to certain areas of the College after hours.

Unauthorised Presence on College Grounds

Employees may find that occasionally there are unauthorised visitors to the College who may be walking through the grounds, sight-seeing, riding bikes/skateboards, playing etc and have no official business at the College. Such visitors are not permitted on College grounds, and all employees have a responsibility to safely challenge anyone they identify to be in this category and ask them to leave the grounds. Employees will be able to identify authorised visitors by their visitor pass.

It is the responsibility of each staff member and student to ensure the College is a clean and healthy environment and all have a duty of care to themselves and each other. It also demonstrates respect for ourselves and each other and the physical and financial resources we are responsible for maintaining in a dutiful way.

Teaching staff in particular are responsible for leading students and setting the example for students to maintain a clean internal and external learning environment and are key in ensuring a high standard is maintained through the use of restorative measures. Specific measures relating to the various types of areas of the College are detailed below.



Responsibilities

Employees

All employees will:

- Ensure that when leaving College grounds during their normal hours of work they sign out/in via V-Pass at College Reception. The exception to this practice is if the employee is going to the café on the corner of Talbot Street and Aphrasia Street
- Sign in when attending the College on a day/time that is not during their normal hours of work
- Take full responsibility for any visitors/guests they invite or meet with on College grounds, including checking they have a Working With Children Check (WWCC) as required
- Report any potentially unauthorised persons to Reception (during Reception opening hours) or directly to a member of the CLT or Facilities and Maintenance Manager as soon as possible. Employees should not put themselves at risk by challenging unauthorised persons who appear unsafe but should ensure others are moved to a place of safety if appropriate
- In an emergency, the police should be informed directly and immediately, and the College's Emergency Management Plan enacted
- Report any unplanned absence to the Daily Organiser (teaching employees) or HR team and immediate Manager (non-teaching employees)
- Enter pre-planned leave via the College Submissions system
- Keep their issued and current Sacred Heart College photo identification RFID card on them at all times while on College grounds

Employees on Yard Duty

Employees on yard duty will:

- Patrol their designated area of responsibility, remaining vigilant for signs of unauthorised access
- Each employee member must wear the provided hi-vis vest and a medical waist-bag at all times while on duty to ensure easy identification, and also to enable them to provide basic first aid
- Report any potentially unauthorised persons to Reception (during Reception opening hours) or directly to a member of the CLT or Facilities and Maintenance Manager as soon as possible. Employees should not put themselves at risk by challenging unauthorised persons but should ensure others are moved to a place of safety if appropriate. In an emergency, the police should be informed directly and immediately, and the College's Emergency Management Plan enacted
- Carry out their duties in accordance with College practice

Reception

Reception Employees will ensure:

- All visitors to the College sign into and out of VPass and are issued with a visitor badge
- They know and understand how to operate the PA system, and desk phone paging system
- They know how to operate the two-way radio system
- They are aware and are practiced in the College's Emergency Management Plan

Visitors/Guests/Volunteers

All visitors and guests must:

- Present to Reception and sign in/out using VPass
- Wear their Visitor Pass while on site
- Remain under the supervision and direction of the employee they are meeting or another appropriate employee
- Have appropriate WWCC and Police Check clearances



Tutors/Mentors

All Tutors/Mentors must:

- Present to Reception and sign in/out using VPass
- Wear their Visitor Pass while on site
- Have appropriate compliance paperwork, including but not limited to WWCC and Police Check clearances
- Only attend site when conducting tutoring/mentoring, ie during student free days only

Emergency Teachers

All Emergency Teachers must:

- Present to Reception and sign in/out using VPass
- Have appropriate compliance paperwork including VIT registration card
- Wear their Visitor Pass while on site

Pre-Service Teachers and Work Experience Students

Pre-Service Teachers must:

- Present to Reception and sign in/out using VPass
- Wear their Visitor Pass while on site
- Have appropriate compliance paperwork including WWCC and Police Check clearances
- Remain under the supervision and direction of the person with whom they have been placed

Contractors

Contractors must:

- Notify the College representative of all movements on site including arrival/departure
- Sign-in/out at the Facilities and Maintenance Office if a maintenance contractor, or Reception for all other contractors
- Have completed contractor induction and provided all required and valid documents, including but not limited to insurance, WWCC and police check
- Display visitor's pass at all times

The College Principal or delegate has the authority and reserves the right to prohibit any potential visitor from entering or remaining on College grounds, as well as the authority to exclude people from using or being on College grounds outside normal business hours.

The College's Emergency Management Plan ensures anyone on College grounds at the time of an emergency or drill can be identified and receives appropriate guidance.

Associated Procedures

Emergency Management Plan

Staff Leave Procedures

Related Documents

MEL Code of Conduct

Safeguarding Children and Young People Code of Conduct

SHC Child Safe Policy

Staff Leave Policy

Occupational Health and Safety Policy



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