

## **Parents & Visitors Policy**

***This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2***

***(See also Policies on Child Protection and Privacy)***

At Al-Faisal College, all individuals on site must be present with the knowledge and consent of the school administration.

In general, visitors are welcome and must report to the Front Office in the foyer of the College to sign the 'visitors' register and be issued with a visitor's badge. All trade persons should be accompanied by a member of staff or should be clearly identified as a member of a company or business undertaking maintenance on behalf of the school.

Staff members are requested to be vigilant about strangers on the premises.

Any visitor on the site without a visitor's badge or clear identification should be asked to report to the Front Office AND their presence should be notified to the Principal or the Deputy Principal.

**Any staff member who has a doubt about an individual on the College premises should contact the Principal. If the Principal is unavailable, the Deputy Principal should be notified.**

The gate at the Harrow Road entrance and the side gate at the Auburn Road entrance will be closed at 8.40am daily. After this time, all visitors and students arriving late must access the school through the main entrance on Auburn Road and report to the office.

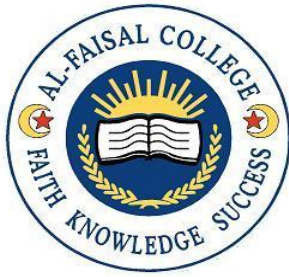
Both gates will reopen at 3.15pm.

Parents who wish to talk with teachers, coordinators or administrators should make an appointment by contacting the Front Office.

Visitors who are invited to help with classes, attend the College to present information, or attend assemblies and performances should be identified by a visitor's badge or should be accompanied by a member of staff for the duration of their visit.

Visitors to the school may not approach or make contact with students without the explicit permission of a member of the teaching or executive staff.

Arrangement must be made with the Principal when organising helpers who have on-going contact with students. In such instances, helpers will need to supply the College with a Working with Children clearance number as a prerequisite before commencing any role that requires on-going contact with students at the



school or sign the College's 'Prohibited Employment Volunteer/Statutory Declaration' for existing parents who have participated in such a role previous to the 15 June 2013 (refer to Child Protection Policy).

All staff and volunteers are to be informed of their obligations under the *Child Protection (Working With Children) Act 2012* (NSW). This may be carried out by the Deputy Principal, Bursar or organising staff member.

Date of Policy:  
January 2018

Proposed review date of  
policy:  
January 2020  
*or earlier where amendments in  
legislation require immediate policy  
reviews*



## Statutory Declaration

(New South Wales, Oaths Act 1900)

I, ..... of

..... Full Name ..... Residential Address

I have never been:

- a. convicted of any sexual offence or sexual misconduct.
- b. convicted of any assault, ill-treatment or neglect of a child; and
- c. convicted of any behaviour that causes psychological harm to a child whether or not, in any case, with the consent of the child.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act 1900

Made and subscribed at [place] .....

in [State or Territory].....on [date].....

in the presence of [full name].....

of [residential address].....,

☐ Justice of Peace (J.P Number).....

☐ Other qualified witness

who certifies the following matters concerning the making of this statutory declaration by the person who made it:

1. I saw the face of the person OR\* I did not see the face of the person because the person was wearing a face covering but I am satisfied that the person had a special justification for not removing the covering; and
2. I have known the person for at least 12 months OR\* I have confirmed the person's identity using an identification document and the document I relied on was a .....

Signature of witness:.....

Signature of declarant.....

\*Cross out the words which do not apply.