



ST PATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.11

College Entry / Exit

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POLICY

St Patrick's Technical College has a policy of monitoring the entry and exit of all occupants on College premises.

A system of internal control assists in achieving the objective of ensuring the orderly and efficient monitoring of occupants present at any time in the building(s) of the College.

The policy is enforced to ensure:

1. The safety, well-being and protection of students while attending the College;
2. The safety of College staff;
3. The accountability of occupants in the event of a possible emergency evacuation or invacuation;
4. Work Health and Safety (WHS) legislation is adhered to;
5. The safeguarding of property and equipment.

SYSTEM OF CONTROL

Staff

1. Staff are issued with an identity badge containing their name and the College logo which must be worn and visible at all time while on site.
2. The Administration Office is to be notified of staff on leave (sick, personal, recreational, long service, special, etc.).
3. All staff are required to record their movements in and out of the College by filling in the "Staff Sign In / Out Register" located in the Reception Area.

Visitors

(Parents and Contractors are classified as visitors)

1. On arrival all visitors to the College must report to Reception in the Administration section of the Building.
2. All visitors are to be made aware of relevant Work Health and Safety practices of the College.
3. Visitors must sign the "Visitor Sign In / Out Register" located in the Reception Area and record the following information:
 - Time of entry.
 - Name of "contact person". The contact person is defined as the person to be visited.
4. The receptionist will arrange for the contact person to report to the reception area.



5. Visitors are to be supervised by the contact person as appropriate when on College grounds.
6. On exiting the College the visitor signs out on the Visitor Sign In / Out Register recording the time of exit.

Signage

1. Signage will be erected to instruct all visitors to the College that they must report to the reception area on arrival.
2. The signage will also clearly indicate where the reception area is located.

Students

1. Students of St Patrick's Technical College are to wear compulsory school uniforms to enable them to be readily recognised as students of the College. All students will also be issued with School Identification Cards which must be carried with them at all times when on the College premises.
2. Records are to be kept of student attendance at the College.
3. Students, under the supervision of class teachers, are to ensure the procedures outlined in *Policy 5.14 - Attendance / Absenteeism* are adhered to.

End of the day Lock Up Procedures

It is important to ensure the safety of staff and security of the College during site lock up keeping in mind Work Health and Safety is everyone's responsibility.

The following procedure must be adhered to when vacating the College premises at the close of business:

1. College must be vacated no later than 6.00pm unless prior arrangements have been made;
2. It is recommended no staff member be left on their own to lock up. The last two staff members to leave should arrange to vacate the premises together.
3. Lock up procedure:
 - Exit via front entrance door
 - Ensure door is locked
 - Set alarms – contact Operations Manager (mobile 0430 368 518) if assistance required or problems occur
 - Exit via staff car park gate, locking the gate behind you as you leave.



External Gates

All external gates (excluding Staff Car Park Gate) are unlocked and locked by grounds personnel at appropriate times.

Any staff member using an external gate is to ensure the gate is securely locked on exiting unless it is at a prescribed time when the gate is purposely left open.

Note: All staff are responsible for securing their own areas (classrooms, offices, workshops, gymnasium, kitchen, boardroom, etc.) when leaving at the close of business. All doors to be locked, windows closed, lights and air conditioners turned off. The security alarm will not arm unless the premises are secured.

Exceptions

1. The "System of Control" defined in this "College Entry / Exit" policy applies to all staff, visitors and students of St Patrick's Technical College.
2. Contractors authorised to work on College property (e.g. IT technicians, photocopier service technicians, electricians, plumbers, etc.) are classified as visitors and must comply with the policy.
3. The only exceptions to the policy are short term service delivery operators such as couriers, mobile caterers, etc.

It is the obligation of everyone associated with St Patrick's Technical College to comply with the conditions outlined in the College Entry / Exit policy.

At all times staff safety and security is our focus.

RELATED POLICIES

- *1.9 – Security*
- *3.5 – Induction*
- *5.14 – Attendance / Absenteeism*
- *Contractors**
- *Emergency Procedures**
- *WHS Induction & Training**

** Catholic Safety Health and Welfare (CSH&W) policy*