



MINARAH
RABBI ZIDNI ILMA

Visitation Policy

February 2024

Purpose

This Policy outlines the procedures involved in dealing with visitors. It explores the processes for visitors to undertake at Minarah College.

Date of last review:	February 2024	Author:	Principal/s
Date of next review:	February 2025	Owner:	Principal/s
Type of policy:	State-wide (DoE) Tailored by school	Approval:	School Board
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Positioning Within Minarah Operational Model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input checked="" type="checkbox"/> Monitoring, Reporting and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input checked="" type="checkbox"/> Culture, Ethos and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input checked="" type="checkbox"/> Our People	

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1.0 Purpose

Minarah College seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time, we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

2.0 Guidelines

- All visitors will be required to report to the Administration Office prior to undertaking any activity within the school, where they will be required to sign in and will be assigned a “Visitors” badge which they must wear at all times within the school. Similarly, visitors will be required to report to the Administration Office at the end of their visit to return their badge and sign out.
- Visitors must abide by all applicable Minarah Policies and School rules.
- Visitors will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- For the safety of our children and in adherence to the Child Protection Policy we urge parents not to go directly to their child/children’s classes. It disturbs classes in operation and any intruder who is not a parent and has potential to harm our children may also enter the premises unnoticed.
- The Principal/s reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Document Control

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Responsible Review Officer:	Principal/s		
Approved by:	Minarah Board	Meeting Date:	

Revision History

Version	Revision Description	Revised By	Date
v1.0	Authored	Jay Halai	February 2021
v1.1	Template Change	Jay Halai	February 2022
v1.2	Reviewed	Nuraan Samodien	February 2023
v1.3	Review	Samina Ali	February 2024