**DORCHESTER EDUCATION & TRAINING UNIT (ETU)**

**& REIBY YOUTH JUSTICE CENTRE**

**VISITOR PROCEDURES**

**Important information regarding your visit to the School**

* Request to visit the school must be made in writing to the Principal outlining the purpose of your visit
* If you have received approval, you must email the following to the school at dorchester-s.school@det.nsw.edu.au:
	+ **Working With Children Clearance number (WWCC)**
	+ **Current** **photo identification** document (eg. license, passport, identification card etc)
* This information is required preferably **2 weeks** prior to the visit but at least **one week** prior to the visit
* If you do not have a WWCC and will not be in the presence of students, you may be approved under **special consideration.** Allow more time for approval.
* Due to the secure nature of this setting, entry and exit is only through the front door of Reiby Youth Justice Centre
* All visitors **MUST** bring photo identification (i.e. a current Driver’s License, Passport, Identification Card etc.) on the day of the visit for identification purposes
* All valuables and personal items **MUST** be secured in a locker upon entering the Centre (i.e. mobile phones, smart watches, wallets, car keys, cash, handbags, license etc.)
* Ensure you have a $2.00 coin to access a locker for your valuables. This will be refunded when you leave the Centre
* All items that are required by you for use during your visit, will be approved prior to the visit and checked-off by an Assistant Manager or JY representative
* You will be required to have a formal 15 minute YJ induction prior to being escorted to the School
* Failure to comply with this process may result in the cancellation of your visit
* Should you require further information, please contact Dorchester ETU om (02) 4621 5402 during school hours