

Volunteer and Visitor Policy



*This policy relates to **Child Safe Standard 3 and 6***

At St. Joseph's we hold the care, safety and wellbeing of children as a central and fundamental responsibility of our school. At all times, the ongoing safety and wellbeing of all children at St. Joseph's will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Rationale

St. Joseph's Primary School (School) seeks to provide a safe, open and friendly learning environment for all staff and students and actively values and encourages volunteers and visitors. 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. To achieve this, the School has developed this policy to effectively inform, monitor and manage Volunteers and Visitors and this policy must be applied at all times.

Scope

This policy applies to all casual relief teachers, Contractors, Volunteers and Visitors who may attend the School site at any time.

Definitions

Volunteer:

Any non-paid individual who provides support in educational, sporting or extra curricula activities at the School.

Visitor:

Any person not enrolled or employed by the School and includes, but is not limited to: parents, grandparents, past students, prospective parents, Catholic Education Office representatives, community volunteers, invited speakers, counsellors, children's services representatives, contractors, health professionals and sales representatives.

Contractor:

Any contractor and its employees who is engaged by the School to provide one off or ongoing services or materials in accordance with agreed arrangements. Contractors include but are not limited to: trades persons, maintenance personnel, cleaners, after-care providers, information technology support personnel and food service providers.

Visitors and Volunteers

1. All Visitors and Volunteers are required to report to the School's Administration Office prior to gaining entry to the School site and must familiarise themselves with the '**Child Safety' Code of Conduct**. Parents wishing to speak with their child must also report to the School's Administration Office prior to being authorised to do so.
2. All Visitors and Volunteers are required to sign the School's Electronic Log System, stating their name, time of entry and purpose of the visit. A Visitor's badge or lanyard will be assigned which must be visibly worn at all times. Similarly, at the end of the Visitors and Volunteers attendance they must report back to the Administration Office where they are required to sign out and return their Visitor's badge.
3. Couriers, sales representatives and postal service providers are not required to acknowledge their attendance via the Electronic Log System if their purpose of entry is to deliver items to the Administration Office. If they are required to deliver items or supplies beyond this point they must ensure that they sign in via the Electronic Log System.
4. The assistance of Volunteers is provided under the direction and supervision of identified School representatives.
5. Any Volunteer who has direct contact with children will be under the direction of the classroom teacher or teacher responsible for the children.
6. All Visitors and Volunteers must follow the directions of School Staff Members and PA announcements in the event of an emergency.
7. Visitors and Volunteers who fail to acknowledge their attendance via the School's Electronic Log System will not be permitted access to any area of the School. The Principal or members of the Leadership Team reserve the right and have the authority to prohibit any potential Visitors and Volunteers from entering or remaining within the School if they have not recorded their attendance via the Electronic Log System or present a risk to the safety and welfare of staff or students. Parent volunteers are asked not to be in the staffroom at lunch or recess when teachers are having a break.
8. All Visitors and Volunteers, including parents, are required to use courteous and appropriate language in all communications with students, staff, other parents and members of the broader School community. No profane, insulting, harassing, aggressive or otherwise offensive language or body language will be tolerated. Visitors and Volunteers who fail to treat other members of the School community with consideration and respect will be asked to remove themselves from the School site.
9. Parents/Guardians/Carers who volunteer in classrooms, at sporting events on excursions or incursions must have obtained a Working with Children's Check (WWCC) in accordance with the *Working with Children's Act 2005*. It is the responsibility of all such volunteers to provide a copy of their current WWCC prior to engaging in any activity.

10. Access to School premises by Visitors or Volunteers will be provided by School staff, as required and at the discretion of the School. As part of our commitment to child safety School keys will not be given to Visitors or Volunteers during School hours. If a key is given for a specific event or purpose then it must be returned as soon as practicable and prior to the commencement of the next School day.

Contractors

11. Contractors are required to report to the School's Administration Office prior to gaining entry to the School site and sign in via the Electronic Log System, stating their name, time of entry, purpose of the visit and provide a copy of their WWCC. A Contractor's badge or lanyard must be visibly worn at all times. Similarly, at the end of the Contractor's attendance they must report back to the Administration Office where they are required to sign out and return their Visitor's badge.
12. All Contractors who have been engaged to undertake any work on behalf of the School will be asked to confirm that they have all required licences, accreditations, insurances and have completed all required risk assessments and have appropriate tools and safety equipment.
13. Contractors who are required to conduct work alone or in isolation must abide by the School's Working Alone – Isolated Works Procedures at all times. A copy of this procedure is readily available.

Visiting Speakers

14. Visiting Speakers will attend the School via invitation only. They are required to report to the School's Administration Office prior to gaining entry to the School site. At this point they will be provided with a briefing from the relevant staff member as to the location of School amenities and on the School's Emergency Response Plan.
13. Visiting Speakers are required to sign the School's Electronic Log System, stating their name, time of entry, purpose of the visit. A Visitor's badge or lanyard will be assigned which must be visibly worn at all times. Similarly, at the end of the Visiting Speakers attendance they must report back to the Administration Office where they are required to sign out and return their Visitor's badge.

Evaluation

This policy will be reviewed as part of a three-year review cycle

Approved by: EAB and P&F Executive Committee

Date: March 2018

Review Date: March 2021

Responsibility: Parish Education Advisory Board