



Volunteers & Visitors Policy

*This policy relates to **Child Safe Standard 3 & 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 Catholic Primary 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 guidelines/procedures to effectively inform, monitor and manage Volunteers and Visitors that must be applied at all times.

Scope

This procedure 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. Their assistance is provided under the direction and supervision of identified school representatives.

Visitor:


A Visitor is described as 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:

Individuals and their employees who are 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 familiarize themselves with the **Child Safe Safeguarding Children 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.

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2. All Visitors and Volunteers are required to sign in via PassTab at the School Office. 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. NOTE: Couriers, sales representatives and postal service providers are not required to acknowledge their attendance via signature in via PassTab if their purpose of entry is to deliver items to the Administrative Office. If they are required to deliver items or supplies beyond this point they must ensure that they sign in via PassTab.
4. All Visitors and Volunteers will be briefed on the school's Emergency Response Plan upon arrival and will be instructed to follow the directions of identified Staff Members in the unlikely occurrence of an event.
5. All Visitors and Volunteers will be provided with directions and made aware of any hazards or construction works, which may impact upon their safety and comfort whilst attending the school.
6. Visitors and Volunteers who fail to acknowledge their attendance via PassTab 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 acknowledged their attendance via PassTab or present a risk to the safety and welfare of staff or students.

NOTE: All Visitors and Volunteers, including parents, are required to use courteous and acceptable 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.

7. Parents/Guardians/Carers who volunteer in classrooms, at sporting events on excursions or incursions, or any school related activity must have obtained a Working with Children's Check (WWCC) in accordance with the *Working with Children's Act 2017*. It is the responsibility of all volunteering parents to provide a copy of their current WWCC prior to engaging in any activity.

Contractors

8. Contractors are required to report to the school's Administration Office prior to gaining entry to the school site.
9. All Contractors and their employees who have been engaged to undertake any work on behalf of the school will be provided with a copy of the school's Contractor Induction Booklet. They are required to review the contents of this booklet and acknowledge their understanding of the joint responsibility for Health and Safety via signature. Copies of all licence, accreditation, insurances and risk assessments will also be requested.

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10. Contractors and their employees 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 will be provided to Contractors and their employees prior to the commencement of work.
11. Contractors are required to sign the school's PassTab. A Contractor's badge or lanyard may be assigned which 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.

Visiting Speakers

12. 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 Principal or Member of the Leadership Team 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 PassTab. 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.