

Spring Gully Primary School VISITORS & VOLUNTEERS

POLICY

PURPOSE

- To provide an open and friendly learning environment, which values and actively encourages visitors and volunteers to our school. We wish for our school to create and foster strong partnerships with community members and local services.
- Spring Gully Primary School will provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to our school.
- Spring Gully Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment and to explain the legal rights of volunteers.

SCOPE

This policy outlines our school's arrangements for visitors and volunteers who attend school grounds and who have a genuine purpose to visit our school.

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at or visit our school.

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work:

- carrying out the functions of a School Council
- any activity carried out for the welfare of a school, by the School Council, any Parents' Club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the Principal or School Council
- providing assistance in the work of any school or kindergarten
- attending meetings in relation to government schools convened by any organisation which receives government financial support.

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY

Suitability checks including Working with Children Clearances

Working with students

Spring Gully Primary School values the many volunteers that assist in various ways. To ensure that we are meeting our legal obligations under the Child Safe Standards, Spring Gully Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children Clearance (WWCC) and may also involve undertaking reference, proof of identity and work history involving children checks.

Management and supervision

Volunteer workers and visitors will be expected to comply with any reasonable direction of the Principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety Policy, our Child Safety Code of Conduct and our School Values. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The Principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Spring Gully Primary School.

Our school will provide any appropriate induction and/or training for volunteer workers. The Principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in and will ensure a record is kept of the induction undertaken.

All volunteers will be provided induction in relation to Spring Gully Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Responding and Reporting Obligations Policy and Procedures which all staff and volunteers should be aware of.

The Principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

Sign in procedure

All visitors and volunteers to Spring Gully Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- record their name, signature, date and time of visit and purpose of visit in using the PassTab system at the office.
- provide proof of identification to office staff upon request
- produce evidence of their valid Working with Children Clearance where required by this policy
- wear a visitor/volunteer's sick-on label, generated by PassTab.
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds.
- Return to the office upon departure and sign out.

Spring Gully Primary School will ensure that our school's Child Safety Code of Conduct is available to visitors when they sign in.

Visitors

Spring Gully Primary School strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Spring Gully Primary School is not a public place. The Principal has the authority to permit or deny entry to school grounds, and encourages all visitors to conduct themselves in a manner consistent with our School Values and Code of Conduct.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop-offs or for specific school events (e.g. parent teacher conferences, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

Volunteers

Becoming a volunteer

- Members of our school community who would like to volunteer are encouraged to contact any member of staff. Final approval will be determined by the Principal.
- The school will use the usual forms of communication, such as Compass, newsletters and email, when seeking volunteers for classroom activities, sporting activities, school-wide events, excursions and camps.

Considering Spring Gully Primary School's legal obligations, and our commitment to ensuring that our school is a child safe environment, we will require volunteers to obtain a Working With Children Clearance (WWCC) and produce their valid card to the office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, Parents Club coordination, School Council, participating in sub-committees of School Council, fete coordination, during which children will not be, or would not reasonably be expected to be present.

Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Spring Gully Primary School reserves the right to undertake suitability checks, including requiring proof of identity and WWCC, at its discretion if considered necessary for any particular activities or circumstances.

Compensation

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the Principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for a claim for bodily injury to a third party and damage to or the destruction of a third party's property.

RELATED DET POLICIES

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

This policy was last ratified by School Council in....

July 2021