



## **VISITORS/VOLUNTEERS POLICY**

*Policy No. 2.02*

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### **Definition:**

A **Visitor** is defined as people on school grounds who are not staff members, students, and parent\*s/guardians involved in the task of delivering or collecting children at the start or end of the school day.

A **Volunteer** at the school is defined as a person whom without remuneration or reward voluntarily engages in work at the school, namely:

- The carrying out of the functions of the council of a state school;
- The carrying out of activities for the welfare of a state school by the council or a parent's club or association;
- The giving of assistance in the work of a government school.

### **Rationale:**

The policy outlines the management of people who have a reason or purpose to be on school grounds and are not students or staff. The school recognises 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.

The school also recognises the contributions made by many visitors such as volunteers. The school has a long tradition of having volunteers helping within the classroom; at sporting events, excursions, fund-raising events, social events; and on committees and recognises the contribution made by volunteers. Volunteers add significantly to the human resources available to the school and consequently deserve encouragement, support and recognition.

The policy aims to outline how the school will encourage and recruit volunteers and also how the school will manage and protect the rights and responsibilities of volunteers at this school.

The policy additionally acknowledges that the school is an educational institution and not a public place, and as such is a place of work and study for the individuals within it. This policy assists in the protection of our students by ensuring any person engaged in child-related work (paid or unpaid) is compliant with the *Working With Children Act 2005*

*Amendment 2014 : The new meaning of child-related work is work involved in one of the occupational fields listed in the Act, where the contact with a child is unsupervised, direct and a part of a person's duties.*

*Direct contact now simply means that the person has to be able to talk face-to-face or have physical contact with a child.*

## **Aims:**

- To provide a safe and secure environment for our students, staff and resources.
- To ensure Wales Street Primary School is compliant with the *Working With Children Act 2005*.
- To establish protocols and procedures that effectively monitor and manage visitors and volunteers who assist the school, whilst not compromising the school.

## **Guidelines for Implementation:**

- All visitors/volunteers will be required to report to the front office prior to undertaking any activity within the school, where they will be asked to sign the "Visitors" book 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 to "sign out" in the Visitors book.
- The above mentioned process for managing and monitoring visitors/volunteers will be regularly published in the school newsletter, and will appear at all school entrances. It is the responsibility of visitors to adhere to this process
- Visitors/volunteers within the school who are not wearing badges will be reminded to do so and may be asked to leave school grounds if this process is not followed.
- Under the Summary Offences Act 1966, the principal 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.
- To ensure the safety of visitors, the school's emergency management procedures will apply to all visitors/volunteers within the school at the time of any emergency or practice drill and the procedure will recognise and appropriately cater for these individuals.
- Any visitors/volunteers attending the school must agree to adhere to school policy and procedures and where required follow instructions from onsite staff members

- In accordance with Department of Education and Training (DET) Guidelines<sup>^</sup>, all volunteers are required to have a current **\*\*Working with Children Check (WWCC)** to work with students (including their own child/children during school hours) in any capacity. The procedure for monitoring WWCCs is attached to this policy.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers are actively encouraged to participate in school activities at Wales Street Primary School, and will be invited to do so.
- The principal of the school may terminate any invitation to a person to assist the school as a volunteer.
- A volunteer will at all times comply with any direction or instruction given to him/her by the principal.
- Volunteers who come into contact with students at the school will be required to do so under the direction of the classroom teacher.
- Volunteers should maintain an appropriate standard of conduct at all times; this includes speaking style/language, respect for personal space and care with any physical contact.
- Volunteers are required to carry out tasks in a manner consistent with all school policies, in particular the Emergency Management and Privacy policies.
- Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers will be expected to respect the professional standing and roles of school staff members.
- School Staff members and volunteers will be expected to treat each other with respect.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps have a current (WWCC) This is currently free for volunteers.
- Volunteers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.

- The contributions of volunteers will be acknowledged in a variety of ways including the school newsletter, school assemblies and a morning tea.

### **Resources:**

Signs on each school gate reading “**Attention: All visitors please report to the front office**”

Visitors Book

Visitors Badges

Regular notices in newsletter about our policy

Relevant sections of Victorian Government Schools Reference Guide

[www.education.vic.gov.au/management/governance/referenceguide/](http://www.education.vic.gov.au/management/governance/referenceguide/)

### **Glossary**

\*‘Parent’ includes the spouse or domestic partner of the father or mother of the child, or a person who has legal custody of the child.

**#regular** is defined as volunteering more than once per term

^DET Guidelines assert that Compulsory WWCC are required for: [insert list here]

#### **WWCC**

\*\*The WWCC is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Reference:

<http://www.education.vic.gov.au/management/governance/spag/community/volunteers/default.htm>

### **Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle, and at times when related policies are under review

### **Other related policies**

Emergency Management Policy