Visitor and Volunteer Policy

Purpose:	To outline the processes that we will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to outline the arrangements for visitors who attend school grounds when the school is open. To assist in protecting students from harm and to comply with the Child Safe Standards in Ministerial Order 1359 and the Working with Children Act 2005.
Scope:	Staff, Volunteers, Contractors and Visitors
Implemented by:	School Coordinator (Principal), Admin and Teaching Staff, Parents
Approved by:	Board
Communicated via:	Website, Policy Folder, Staff Induction, Staff and Parent Group meetings
Reviewed:	Every three years or as legislative changes arise or improvements are identified.

Overview and definitions

Learning Co-operative recognises the valuable contribution that visitors and volunteers provide to our school community and the work that we do. As a co-operative school, all families participate regularly in school activities and events as part of their commitment to the school community. We strive to create an open and welcoming school community; encouraging parents, carers and guardians to be actively involved in their child's educational journey. We also foster strong partnerships with local community services, businesses and other organisations.

We take a zero-tolerance approach to child abuse and are committed to implementing policies and practices which protect the safety and wellbeing of children, staff, volunteers and visitors, and meet the Child Safe Standards as specified in Ministerial Order No. 1359.

Definitions

Child-connected work

Child-connected work means work undertaken in a school environment by an adult while children are present or reasonably expected to be present.

Child-related work

The Worker Screening Act 2020 defines Child-related work as work involving direct contact with a child that is central to the duties being performed rather than incidental.

Volunteer

Volunteers may include parents, family members, community members or other individuals. A person undertaking **volunteer school work** is considered a volunteer for the purposes of this policy.

Volunteer School work

Volunteer school work means any activity undertaken without payment or reward that supports or contributes to the operations, programs or activities of the school, where the activity is undertaken at the request of the Parent Group, Co-ordinator or Board or is part of the commitment to being an active member of the co-operative.

Volunteer school work may occur during school hours or outside of school hours, and may take place on school grounds or at another location.

Examples include, but are not limited to:

- assisting teachers in classrooms or with learning activities
- assisting at camps or on excursions
- assisting with supervision of students
- assisting with school activities or events, such as working bees or gatherings
- undertaking cleaning, maintenance or gardening activities
- members of the governing body and/or subcommittees
- fortnightly parent meetings

Visitor

Is defined as a person who attends the school or a school event but is not a rostered staff member, enrolled student, active member, volunteer or providing contracted services at the time.

Visitors may include:

- parents/carers/guardians and families of enrolled students
- prospective families
- external facilitators or presenters
- business representatives, service providers or tradespeople (unless providing contracted services)
- health professionals or representatives from government agencies.

Visitors remain under the supervision arrangements determined by the school while on site.

Contractor

A contractor is an individual or business who has been engaged by the school to undertake services or work for remuneration or benefit, this includes employees or contractors of service providers or businesses the school has engaged who are attending our school to provide the agreed services or work on behalf of the service provider or business. Examples include but are not limited to tradespeople, external facilitators, workers from service providers and maintenance workers.

Access to the School & Child Safety

Learning Co-operative is not a public place and nobody is permitted to enter without permission.

The Co-ordinator has the authority to permit or deny entry to school grounds to any person through the School Community Safety Order Scheme.

All persons attending the school who are not enrolled students or rostered staff must report to the school office on arrival and comply with the school's **sign-in procedures**.

The Co-ordinator may determine additional screening, induction or supervision requirements for visitors, contractors and volunteers depending on the nature of the person's role and the activities they will undertake while at the school.

All individuals who are engaged in child-related work must have a valid WWC Check. The Co-ordinator may determine others are required to have a valid WWC depending on the nature of the person's role and activities. For more information on the school's requirements please see the Working With Children Policy.

Supervision

To ensure the safety and wellbeing of students, visitors will be supervised at all times (when students are on-site) by an allocated staff member during their visit. All staff will be alert to visitors on site and shall notify the Co-ordinator immediately of any concern or suspicion about the safety or wellbeing of a child or young person or any concern or suspicion about inappropriate action or behaviour of any individual.

It may be impractical or impossible for schools to undertake screening checks for contractors or tradespeople when emergency or urgent works are required on site. In this situation, contractors will be supervised at all times (when students are on-site) by an allocated staff member during their visit until such time as the regular screening checks are complete.

Sign-In Procedures

All persons attending the school (who are not enrolled students or rostered staff) must:

- Report to the school office on arrival
- Record their name, date and time of arrival, mobile number and purpose of visit in the Visitor Log as well as ticking a box to say they have read and understood the requirements.
- Collect a visitor lanyard to wear whilst they are onsite
- Complete a relevant induction if requested.
- Return to the office upon departure, record time of departure, return lanyard and sign out on the Visitor Log.

In the event of an emergency situation on site, the Visitor Log will be used by the Chief Fire Warden as a record of attendance for the safety of those on site.

At large school events where the office may not be open, the Co-ordinator may approve alternative sign-in arrangements.

Volunteers

We are committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. The requirements set out below are designed to ensure that volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Child Safety

To ensure the safety of our students at all times, all volunteers will be required to obtain a Working with Children Check except for those who are exempt as per the Working With Children Policy.

The Co-ordinator may provide specific instructions regarding the volunteer's work location, duration and number of students in a group for the volunteer to follow to ensure compliance with child safety best practise.

Volunteer Induction

In addition to requirements in the Working with Children policy, volunteers will need to complete the Volunteer Induction Form and participate in all training and induction activities as requested by the school. Volunteer induction is an annual process, and volunteers will need to undertake the process each calendar year.

Once a volunteer has been inducted, they must sign in as per the Sign-In Procedure each time they attend the school to volunteer.

Supervision

The Co-ordinator will determine the level of school staff supervision required for volunteers depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students. They have 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.

Privacy & Confidentiality

Volunteers must ensure that any information they obtain during the course of their volunteer work is kept confidential and must not be disclosed unless they are legally required to do so. This includes discussing behaviour, health information, disabilities, academic progress or personal information about staff and students. Volunteers who have family members employed by the school or students enrolled at the school are not to share information that they obtain during the course of their volunteer work that others would not have, or before others would be provided with this information.

Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers may be working on will remain the property of the school at all times, must not be retained by the volunteer or removed from the school physically or digitally unless expressly authorised by the School.

Related Documentation

- WWC Register
- Visitor Log
- Volunteer Induction
- Child Safety Code of Conduct

Related Policies

- Student Supervision Policy
- Child Safety & Wellbeing Policy
- Working With Children Policy
- OHS Policy