


Holy Trinity Catholic Primary School	System Update: 01. 03. 2019	 HOLY TRINITY Catholic Primary School Sunbury
Version 0.1	Date of Next Review: 01. 03 .2021	

Visitor & Volunteer Procedure

Introduction

Holy Trinity Catholic Primary School seeks to provide a safe, open & friendly learning environment for all staff, students and actively values and encourages volunteers & visitors. To achieve this, the School has developed guidelines to effectively inform, monitor & manage Volunteers & Visitors that must be applied at all times.

Scope

This procedure applies to all full & part time staff members, casual relief teachers, contractors, volunteers & visitors who may attend the school site at any time.

Definition


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 & supervision of identified school representatives.

Visitor: A Visitor is described as any person not enrolled or employed by the school & 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 & sales representatives.

Contractor: Individuals & 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 & food service providers.

Visitors & Volunteers

1. All Visitors & Volunteers are required to report to the school's Administration Office prior to gaining entry to the school site. 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 & Volunteers are required to sign in via the School Attendance iPad, stating their name, time of entry, purpose for the visit. They will also be required to enter their Working With Children's Check Number and acknowledge they have read and understand the School's Child Safety Code of Conduct. A Visitor's lanyard will be assigned which must be visibly worn at all times. Similarly, at the end of the Visitors & Volunteers attendance they must report back to the Administration Office where they are required to sign out & return their Visitor's badge.
3. NOTE: Couriers, sales representatives & postal service providers are not required to acknowledge their attendance via the School Attendance iPad if their purpose of entry is to deliver items to the Administrative Office. If; however, they are required to deliver items or supplies beyond this point they must ensure that they sign in via the School Attendance iPad.

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4. All Visitors & 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 & Volunteers will be provided with directions & made aware of any hazards or construction works, which may impact upon their safety & comfort whilst attending the school.
6. Visitors & Volunteers who fail to acknowledge their attendance via the School Attendance iPad 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 & Volunteers from entering or remaining within the school if they have not acknowledged their attendance via the School Attendance iPad.

NOTE: All Visitors & 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 & 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 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 volunteering parents to provide a copy of their current WWCC prior to engaging in any activity.
8. All parent volunteers, must also acknowledge via signature, their understanding acceptable behaviours when working with children outlined in the school's Child Safety Code of Conduct.
9. Other volunteers such as grandparents, aunts, uncles etc... are exempt from providing a WWCC as long as they remain under the supervision of a staff member in accordance with the *Working with Children's Act 2005*.

Contractors

10. Contractors are required to report to the school's Administration Office prior to gaining entry to the school site and sign in via the School Attendance iPad.
11. All Contractors & 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 & Safety via signature. Copies of all licence, accreditation, insurances & risk assessments will also be requested.
12. Contractors & 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 & their employees prior to the commencement of work.

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13. All Contractors will be given a lanyard 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 & return their Contractor Lanyard.

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 Principal or Member of the Leadership Team as to the location of school amenities & on the school's Emergency Response Plan.

15. Visiting Speakers are required to sign in via the School Attendance iPad stating their name, time of entry, purpose of the visit. They will also be required to enter their Working With Children's Check Number and acknowledge they have read and understand the School's Child Safety Code of Conduct. A Visitor's 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 & return their Visitor's lanyard.