

Visitors and Volunteers Policy



Rationale:

Ormond Primary School seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. The School recognises the potential risks of having visitors and volunteers involved in participating in school activities, and so, requires all visitors and volunteers working with students to provide evidence of their suitability. OPS is a Child Safe School. To support the implementation of the Child Safe Standards, the School recognises its duty of care to ensure a safe environment for both students and staff and therefore considers a Working with Children (WWC) Check mandatory for all volunteer workers, or, if their occupation exempts them from this requirement (e.g. police officers and teachers) evidence that supports their claim to an exemption (for example a sworn Victorian or sworn Australian Federal Police Officer or a teacher currently registered with the Victorian Institute of Teaching).

All staff and volunteers must consider the safety of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

Visitors

Typical visitors to our School include prospective parents and employees, those who are addressing a learning or developmental need such as parent and community volunteers, invited speakers, sessional instructors or those conducting business such as tradespeople, commercial sales people, among other things.

Visitors do not include staff members, students or parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Volunteers

A Volunteer school worker is defined as a person who without payment or reward voluntarily engages in:

- School Council functions
- activities for the welfare of the school at the request of the Principal or School Council
- school work
- State or Regional meetings;

A Volunteer can commence work in our School when they provide a receipt as proof they have applied for a WWC with the Department of Justice or present their WWC Check Card.

Criminal Records Check

If Ormond Primary School becomes aware of, or, has any concerns that a volunteer has a history of dishonesty or other offences that are relevant to the duties of the volunteer (not covered under a Working with Children Check), a criminal records check will be requested through the Department of Education and Training (DET).

<http://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

Purpose

To provide a safe and secure environment for our students and staff.

Ratified by School Council December 2018

Visitors and Volunteers Policy



Implementation

- All Visitors including Volunteer School workers will be required to report to the administration office and sign in on COMPASS Kiosk's Visitors Register prior to undertaking any activity within the school and to sign out upon completion of the activity. The Visitor Pass register includes the agreement to abide by Child Safe Policy and Code of Conduct.
- All Visitors and Volunteer School workers arriving and departing during school hours are required to sign the Visitors Register, on COMPASS Kiosk, as well as record their name, mobile phone number, the date and time and the purpose of the visit.
- All Volunteer School workers will be required to have a WWC Check or have applied for one and provided a receipt as proof they have applied or, provide evidence of their exemption to this requirement. If the volunteer has a WWC Check they need to present their WWC Check card to administration staff so their registration number can be recorded before they can undertake any volunteer worker activities.
- If a Volunteer School worker's application is denied, the volunteer must immediately cease all volunteer work.
- 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 outside school operating hours.
- If the School is made aware or has reason to suspect that a Volunteer has a history of dishonesty or other offences relevant to their duties which is not covered under a WWC, the School will request that a Criminal Records Check be conducted through the Department of Education and Training.
- Ormond Primary School will cover the cost of the criminal records check.
- If the Criminal Records Check shows that the Volunteer has been found to be guilty of an offence that is relevant to the Volunteer duties being performed at the School, the Principal will advise the Volunteer that they are no longer allowed to perform their volunteer duties.

Related Policies

Child Safe Standards
Child Safe Code of Conduct
Mandatory Reporting
Working With Children

Renewal and Approval:

This policy will be reviewed as part of the school's four-year review cycle

Ratified by School Council December 2018