

**CASTLEMAINE NORTH PRIMARY SCHOOL
VOLUNTEERS & VISITORS TO SCHOOL POLICY – 2020-2023**

PURPOSE:

To outline the processes that Castlemaine North PS 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 applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

It also references the requirements for all Visitors to School, including Contractors and Visiting Teachers.

VISITORS TO SCHOOL:

1. Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
2. All visitors will be required to report to the administration office prior to undertaking any activity within the school. They will be required to sign a visitors' book registering their arrival, purpose of the visit and departure. Regular visitors to our school who are working in a variety of capacities such as reading, gardening club, parents club and library will be required to sign the visitors book in the relevant buildings. Visitors who will be working with children, including volunteers, will need to provide a working with children's check to the office before they can commence work. Volunteers will also need to complete an induction covering OH&S and ChildSafe policies and procedures.
3. Visitors to the school who are not involved in extracurricular activities, for example, parents who are dropping off lunches, forgotten personal items, or collecting students who are ill or leaving early, will be required to report to the administration office. These visitors are not to go directly to the student's classroom. The office will communicate with the relevant classroom teacher and necessary arrangements will be made.
4. Where a visitor, who has registered their arrival and purpose of visit at the administration office but cannot complete their business within the administration area, will be provided with a visitor's badge and will be provided with directions and escorted where appropriate or necessary.
5. Contractors (as advised by the Principal) who are undertaking work at the school during school hours are required to sign in and out using the Contractors book.
6. The schools emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and appropriately catered for.
7. The above mentioned process for managing and monitoring visitors will be published in the school newsletter, provided to new families and a request to report to the main office will be on official school signage.
8. Visitors within the school who have failed to follow this process will be reminded to do so.

VOLUNTEERS AT SCHOOL:

DEFINITIONS:

Child-related work: 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 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: School work means:

- 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 (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY:

Castlemaine North PS is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

The procedures set out below are designed to ensure that Castlemaine North PS volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Suitability checks including Working with Children Checks

Working with students

Castlemaine North PS values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Example School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Castlemaine North PS is a child safe environment, we will require volunteers to obtain a WWC Check 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 are required to have a WWC Check 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/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating 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, PCA, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings... 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 Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities.

Management and supervision

Volunteer workers 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 Policies and Child Safety Code of Conduct. 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 CNPS.

CNPS will provide any appropriate induction and/or training for all 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.

All volunteers will be provided induction in relation to CNPS child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

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
- damage to or the destruction of a third party's property.

RELATED POLICIES AND RESOURCES:

Child Safe Policies
Child Safe Code of Conduct
OHS Policy

REVIEW CYCLE:

This policy will be reviewed every 3 years by the School Council Policy Committee

This policy was endorsed by School Council 2020

(Principal)

(President of School Council)

Date: June 2020

Review Cycle Date: 2023