



Volunteers and Visitors Policy

(Ratified by School Council: November 2017)

1. PURPOSE:

- 1.1 To provide a safe and secure environment for all students, staff, volunteers and visitors.
- 1.2 To establish the rights and responsibilities of volunteers and visitors whilst engaging in approved school activities, including their legal rights.
- 1.3 Schools are educational institutions and are not public places; therefore this policy seeks to provide a safe, open, and friendly learning environment which values and actively encourages volunteers and visitors to our school.

2. GUIDELINES:

Upwey South Primary School recognises that the involvement of parents/carers and other volunteers and visitors can play an important role in community development and learning. We recognise our duty of care to ensure a safe environment for our students, staff, visitors and volunteers. The School has a similar duty of care for volunteers and visitors as they do for employees. Volunteer workers and visitors are to conduct themselves in a manner that will not cause harm or injury to themselves or others.

2.1 **Definition of a Visitor:**

For the purpose of this policy, a visitor is defined as someone who has been authorised to enter the school grounds under the authority of the Principal.

2.2 **Definition of a Volunteer:**

A volunteer is a person who voluntarily engages in school work or approved community work, without payment or reward and with the authority of the Principal. School work can include:

- 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 or students
- any activity carried out for the welfare of the school at the request of the Principal or School Council
- providing any assistance across the school
- 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 well protected from legal action by others. Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

source: Volunteer Workers Policy- School Policies and Advisory Guide- Department of Education & Training (DET)
Accessed: November 2017 <http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

3. IMPLEMENTATION:

3.1 Volunteers and Visitors may be on school grounds for a number of reasons including but not limited to:

- a) prospective parents and employees
- b) those who are addressing a learning or developmental need
- c) parent and community volunteers, including School Council members
- d) invited speakers
- e) sessional instructors
- f) representatives of community, business and service groups
- g) local members of the State and Commonwealth Parliaments
- h) working bees
- i) assisting in the classroom
- j) sporting events
- k) other curricular related activities
- l) conducting business such as: uniform suppliers, booksellers, official school photographers, commercial salespeople, trades people, children's services agents and external health professionals

3.2 "Voluntary" work carried out to meet Centrelink requirements

People who perform unpaid work in schools under the "Work for the Dole" programme and "Community Work" programmes administered by Centrelink have insurance cover provided by the Federal Department of Education, Employment and Workplace Relations, and may perform work in schools.

Other Centrelink benefit recipients involved in "voluntary" work in order to fulfil their recipient obligations are not covered by an Australian Government insurance scheme and are not insured to work in Victorian government schools. Schools may not accept this group of Centrelink benefit recipients to work as volunteers in Victorian government schools.

3.3 Compensation and Personal Injury

Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur. All incidents are to be immediately reported to the Principal.

3.4 Compensation and Property Damage

If a volunteer school worker suffers damage to his or her property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances. Claims of this nature must be discussed with the Principal and then directed to:

*The Manager
Liability Services Unit
Executive and Ministerial Services
Department of Education and Early Childhood Development
Level 3, 2 Treasury Place
East Melbourne 3002*

3.5 Guiding Requirements for Visitors and Volunteers to Schools

A visitor or volunteer is defined as any person listed in the above definitions.

Under the *Working with Children Act 2005*, volunteers in the school are required to have a Working with Children Check.

Staff should inform reception of expected visitors and volunteers so that they can be directed to the correct staff member for immediate collection.

All visitors and volunteers shall report to the school office when arriving or leaving the school premises. Visitors and volunteers are required to sign in and sign out through the School's "Passtab Management System" when both arriving and leaving, including recording their name, WWC details, signing, and recording the date, times and purpose of the visit.

On arrival all visitors and volunteers shall be requested to wear an appropriate form of identification when on school premises. This must be returned when exiting the school.

Whenever possible, visitors and volunteers should obtain authorization from the Principal in advance. At the discretion of the Principal, such prior authorization may be required.

All school visitors and volunteers must comply at all times with DET policies, administrative rules and school regulations.

Please refer to the below extract from the school's [Working with Children \(WWC\) and Criminal Record Check Policy](#):

3. IMPLEMENTATION:

3.1 Personnel

All visitors to the school, including but not limited to contractors, volunteers and casual relief teachers must sign in at the School Office and wear a "visitor's badge" during their time in the school grounds. They must then sign out and return their badge upon leaving the school premises.

As a volunteer, ***your WWC Card must be on you at all times*** when undertaking volunteering duties within the school grounds. This requirement also extends to include volunteering at approved school events, such as excursions and camps.

If you do not have your WWC Card with you in person, you may be requested by school administration to cease your volunteering duties for the current purpose, to which you may later return when the card is in your possession.

3.6 Visitors and Volunteers to Classrooms or other Teaching and Learning Areas

Access to particular classrooms or other teaching and learning areas of the school may be restricted upon the recommendation of the teacher in charge, or as otherwise deemed necessary by the Principal. Because classrooms and other teaching and learning areas can be impacted upon by unnecessary interruptions, specific conditions may be imposed upon visitors and/or volunteers, including but not limited to:

- remaining in a designated place; refraining from entering or leaving a teaching and learning space if this may cause distraction from teaching and learning
- monitoring the duration of the visit to particular times or lengths of time
- designating particular routes of travel in the building or upon the school grounds for safety reasons

Visitors wishing to conference with teachers or staff during the course of the school day are encouraged to make arrangements in advance.

3.7 Special Considerations

Both custodial and non-custodial parents of a Upwey South Primary School students have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the School shall make a good faith effort to notify the custodial parent in advance of the visit.

The Principal has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

3.8 Commencing Volunteering

Upon the School citing the person's current and valid Working with Children Card, the volunteer may commence their approved duties.

RELATED LEGISLATION:

Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3

Occupational Health and Safety Act 2004

Workplace Injury Rehabilitation and Compensation Act 2013

Wrongs Act 1958 – section 37(1)

RELATED POLICIES:

Working with Children Policy

Equal Opportunity, Discrimination and Harassment Policy

POLICY EVALUATION:

Evaluation will be conducted every two years by the Educational Policies Subcommittee.

DUE DATE FOR REVIEW:

This policy is due to be reviewed in November 2019.