



Kalinda Primary School No. 5121



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

VISITORS AND VOLUNTEERS POLICY

PURPOSE

Schools are educational institutions and Kalinda Primary School (Kalinda PS) recognises that the involvement of visitors, volunteers, parents, carers and others from the community can play an important role in children's development and learning. This policy therefore seeks to provide an open and friendly learning environment, which values and actively encourages visitors and volunteers to our school.

Kalinda PS recognises our Duty of Care to all students, staff, visitors and volunteers to ensure a safe environment; and our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Kalinda PS has zero tolerance for child abuse and is committed to meeting the requirements of **Ministerial Order 1359 and the Child Safe Standards**. The Child Safe Standards and the Kalinda PS Code of Conduct apply to all staff, contractors, volunteers and any other member of the school community involved in child-related work with students of Kalinda PS.

Kalinda PS is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors and volunteers to familiarise themselves with our school's Rights and Responsibilities Statement, Philosophy and Values Policy, Child Safe and Wellbeing Policy and Child Safety Code of Conduct.

The Visitors and Volunteers Policy aims to:

1. provide a safe and secure environment for all of our students, staff and resources and to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open, inclusive and inviting nature of our school
2. outline the processes that Kalinda PS will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers
3. ensure that any program or content delivered by visitors or volunteers is consistent with the values of public education and the requirement that education in Victorian government schools is secular (apart from the provision of Special Religious Instruction, delivered in accordance with legislative and Department requirements)
4. ensure that programs delivered by visitors and volunteers must be delivered in a manner that supports and promotes the principles and practice of Australian Democracy including a commitment to the following, as outlined in s 1.2.1 of the **Education and Training Reform Act 2006 (Vic)**:
 - elected government ○ the rule of law
 - equal rights for all before the law ○ freedom of religion
 - freedom of speech and association
 - the values of openness and tolerance.



The policy outlines our school's arrangements for visitors who attend school grounds when the school is open for instruction between the hours of 7:00am and 6:00pm, including parents, contractors, allied health professionals. Outside of these times, our front office is not staffed and this policy does not apply.

POLICY

Definitions

These are broad definitions 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.

Child-connected work:

- work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

Child-related work:

- As defined by the *Worker Screening Act 2020 (Vic)*, child-related work is 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 direct 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:

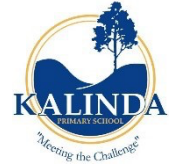
- carrying out the functions of a school council
- any activity carried out for the welfare of a school:
 - by the school council
 - any parents' club or association or any other body organised to promote the welfare of the school
 - at the request of the principal or school council
- providing any assistance in the work of any school or kindergarten
- attending meetings in relation to government schools convened by any organization 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.

Visitor Activities

Volunteers and Visitors may be at Kalinda PS for a number of reasons including:

- working with Kalinda PS staff
- prospective parents and employees
- parent information
- those who are addressing a learning or developmental need
- parent and community volunteers



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- invited speakers
 - sessional instructors
 - representatives of community, business and service groups
 - local members of the State and Commonwealth Parliaments
 - working bees
 - working in the classroom
 - sporting events or other curricular related activities
- conducting business such as:
- support and advisory roles with Kalinda PS staff
 - uniform suppliers
 - booksellers
 - official school photographers
 - commercial salespeople
 - trades people
 - agents of children's services
 - Victoria Police
 - Worksafe officers.

Becoming a Volunteer

Members of our school community who would like to volunteer are encouraged to speak with the Principal or Assistant Principal who will assist them in volunteering at Kalinda PS.

Visitor Conduct

Visitors and volunteers are to conduct themselves in a manner that will not cause harm or injury to themselves or others.

All visitors are required to treat our students, parents and staff with dignity and respect at all times.

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined below.

Implementation

Working with Children Clearance and other suitability checks

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Clearance. Additional suitability checks may also be required such as reference, proof of identity, qualification and work history involving children checks.

In some circumstances, visitors to Kalinda PS who are **not** engaged in child-related work will also be required to produce a valid WWC Clearance depending on the particular circumstances of their visit. For example, Kalinda PS will require a valid WWC Clearance for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing unsupervised work at the school during school hours or any other time where children are present. Further background checks, including references, may also be requested at the discretion of the principal.
- Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Clearance.



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Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Working with students

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Kalinda PS is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Kalinda PS is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the school's office staff for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school 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
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member 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 school working bees or parents and friends club meetings, 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Kalinda PS reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

General Requirements for visitors and volunteers to Kalinda PS:

1. Principals and teachers have a Duty of Care to their students.
2. The Duty of Care requires principals and teachers to take all reasonable steps to reduce risks, including the provision of suitable and safe premises and the provision of an adequate system of supervision for visitors to Kalinda PS.
3. At all times the student Duty of Care must remain with the teacher or Principals of Kalinda PS.
4. A students' Duty of Care cannot be designated to any visitor or volunteer within Kalinda PS or whilst participating on Kalinda PS designated business.



Visitors who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students will be fully supervised by school staff at all times:

- all visitors and volunteers shall report to the school office when arriving or leaving Kalinda PS premises.
- visitors and volunteers are required to be electronically registered when both arriving and leaving, including recording their name, signature, date and time of visit and purpose of the visit.
- on arrival all visitors and volunteers shall be requested to wear a visitor's badge when on school premises. This must be returned when exiting the school.
- all school visitors and volunteers must comply at all times with DE policies, administrative rules and school regulations.
- staff should inform reception of expected visitors and volunteers so that they can be directed to the correct staff member.

Visitors and volunteers to Classrooms or Other Instructional Areas:

- access to particular classrooms or other instructional 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 instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors and volunteers, including but not limited to:
 - remaining in a designated place or seat
 - refraining from speaking to students while the class or activity is in session
 - refraining from entering or leaving the area while an activity is underway
 - limiting the duration of the visit to particular times or length of time
 - limiting the activities of the visitor to a particular purpose(s)
 - designating particular routes of travel in the building or upon the school grounds for safety reasons
 - Visitors and volunteers wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

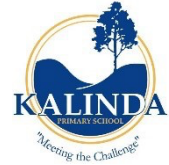
Special Situations:

- both custodial and non-custodial parents of a Kalinda PS student 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 school 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 directed to leave should vacate the school premises immediately and law enforcement authorities shall be called if necessary.

Guest Speakers / Presenters – Guidelines:

On occasion, Kalinda PS may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education requirements, Kalinda PS will:

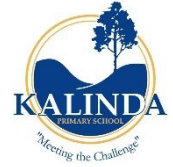
- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the Education and Training Reform Act 2006 (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion, speech and association
 - the values of openness and tolerance
 - respect for the range of views held by students and their families.



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More specifically,

- incursion and presentation visitors and volunteers require prior approval from the principal or their nominee before attending the school
- when inviting speakers and presenters into the school the following must be considered:
 - does their visit serve an educational or wellbeing purpose consistent with curriculum objectives and school values?
 - is the presentation appropriate for the age of the audience?
- parental and Principal permission will be necessary for presentations including those that:
 - are religious in nature
 - include sexual content
- criteria for determining the need for a particular visitor or guest speaker to attend the school:
 - the visit serves an educational purpose and is consistent with curriculum/wellbeing objectives, school policies, DE policies
 - the content is appropriate for children or young people in the relevant age group
 - the incursion/presentation is consistent with the values of public education
 - the visit has potential benefit to the school community
 - is there the potential for a visitor to cause controversy within the school or broader community?
 - weighting of the level of disruption to the functioning of the school in relation to the



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- potential benefits to the students
- appropriate use of DE resources, including teachers' time
- the safety of students, staff and visitors in the event of an emergency situation at school is ensured.



Training and induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Kalinda PS may also require volunteers to complete additional child safety training.

Management and Supervision

The principal (or their nominee) 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.

At Kalinda PS, visitors and volunteers **must remain under the supervision of the designated teacher** or the Principals of Kalinda PS at all times. Furthermore:

- a students' Duty of Care cannot be designated to any visitor or volunteer within Kalinda PS or whilst participating on Kalinda PS designated business
- visitors and volunteers 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 Safe and Wellbeing Policy, our Child Safety Code of Conduct, Rights and Responsibilities Statement and our Philosophy and Values policy.
- visitors and volunteers within Kalinda PS will also be expected to act consistently with Department of Education policies, to the extent that they apply, 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 visitor or volunteers, and may determine at any time whether or not a person is suitable to volunteer at Kalinda PS
- Kalinda PS 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 visitor or volunteer will be engaged in.

Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors; - make reasonable adjustments to accommodate the student's disability; or - provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations Policy and Procedures*.

Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to Shaun McClare to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

Primary School No. 5121 Compensation:

- Personal injury: ○ Volunteer school workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work.
- Property damage: ○ if a volunteer school worker suffers damage to his or her 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's public liability insurance policy applies when a volunteer worker engaged in school work and is legally liable for:
 1. a claim for bodily injury to a third party
 2. damage to or the destruction of a third party's property.

RELATED LEGISLATION

- Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3
- Workers Compensation Act 1958
- Wrongs Act 1958 – section 37(1)
- Worker Screening Act 2020
- Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015
- Ministerial Order 1359

RELATED LEGISLATION

- Child Safe Standards
- Visitors in Schools
- Contractor OHS Management
- Equal Opportunity and Anti-Discrimination
- Privacy and Information Sharing
- Records Management – School Records
- Sexual Harassment
- Volunteers in Schools
- Volunteer OHS Management
- Working with Children and Other Suitability Checks for School Volunteers and Visitors
- Workplace Bullying

RELATED KALINDA PS POLICIES

- Philosophy and Statement of Values
- Duty of Care Policy
- Child Safety Policy
- Child Safety Code of Conduct
- Child Safety Reporting Policy
- Inclusion Policy
- Student Engagement and Wellbeing Policy
- Working with Children Check and Suitability Policy

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | August 2023 |
| Consultation | School Community via Compass August 2023 |
| Approved by | Principal |
| Next scheduled review date | March 2025 |