Visitors and Volunteers Policy

Rationale
Toorak Primary School (TPS) seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our school. TPS recognises the potential risks of having visitors and volunteers involved in and participating in school activities, and so, requires all visitors and volunteers working with students to provide evidence of their suitability. TPS 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).

Purpose
The purpose of this policy is to provide controls in relation to the suitability of visitors and volunteers so as to ensure a safe and secure environment for our students and staff.

Guidelines

1. Definition of ‘Visitors’
   • Typical Visitors to our school include prospective parents and employees, those who are addressing learning or developmental needs such as parent and community volunteers, invited speakers, sessional instructors or those conducting business such as uniform suppliers, tradespeople, commercial sales people, *inter alia*.
   • 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.

2. Definition of ‘Volunteers’
   • A Volunteer school worker is defined as a person who without payment or reward voluntarily and 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 and Regulation or present their WWC Check Card.

3. Criminal Records Check
   • If TPS 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).

4. Requirements for Visitors and Volunteers
   • All Visitors including Volunteer school workers will be required to report to the administration office and to complete and sign the Visitors Register prior to undertaking any activity within the school and to sign out upon completion of the activity.
• All Visitors and Volunteer school workers arriving and departing during school hours are required to sign the Visitors Register, 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 TPS 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 TPS will request that a criminal records check be conducted through the Department of Education and Training.

• TPS 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.

**Evaluation**

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

This policy was last ratified by School Council in May 2016.