



## Volunteers and Visitors Policy

*(Ratified by School Council: March 2015)*

### **PURPOSE:**

- To provide a safe and secure environment for all students, staff, volunteers and visitors.
- To establish protocols and procedures that effectively monitor and manage volunteers and visitors whilst engaging in activities in and around the school.
- To outline the legal rights of volunteers engaging within the school with the authority of the Principal.

### **GUIDELINES:**

Glen Waverley Primary School recognises that the involvement of parents/carers and other volunteers and visitors from the community can play an important role in children's development and learning. 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. We recognise our duty of care to ensure a safe environment for our students, staff, visitors and volunteers.

The employer 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.

#### ***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.

#### ***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 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 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.

**source:** Volunteer Workers Policy- School Policies and Advisory Guide- Department of Education & Training (DET) March 2015 <http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

## **IMPLEMENTATION:**

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

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

### ***"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.

### ***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.

## ***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*

## ***Guiding Requirements for Visitors and Volunteers to Schools***

1. A visitor or volunteer is defined as any person listed in the above definitions.
2. Under the *Working with Children Act 2005*, volunteers in the school are required to have a Working with Children Check.
3. Staff should inform reception of expected visitors and volunteers so that they can be directed to the correct staff member for immediate collection.
4. All visitors and volunteers shall report to the school office when arriving or leaving the school premises. Visitors and volunteers are required to sign the "Visitors' Book" when both arriving and leaving, including printing their name, signing, and recording the date, times and purpose of the visit.
5. 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.
6. 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.
7. All school visitors and volunteers must comply at all times with DET policies, administrative rules and school regulations.

## ***Visitors and Volunteers to Classrooms or other Teaching and Learning Areas***

1. 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.
2. 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:
  - a. remaining in a designated place
  - b. refraining from entering or leaving a teaching and learning space if this may cause distraction from teaching and learning
  - c. monitoring the duration of the visit to particular times or lengths of time
  - d. designating particular routes of travel in the building or upon the school grounds for safety reasons
3. Visitors wishing to conference with teachers or staff during the course of the school day are encouraged to make arrangements in advance.

### ***Special Considerations***

1. Both custodial and non-custodial parents of a Glen Waverley 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.
2. 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.

### **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)

*Working with Children Act 2005*

### **RELATED POLICIES:**

- Working With Children Policy

### **POLICY EVALUATION:**

Evaluation will be conducted biannually by the Educational Policies Subcommittee.

### **DUE DATE FOR REVIEW:**

This policy is due to be reviewed in March 2017.