

## Visitors Policy

(Ratified by School Council: August 2019)

### **Purpose:**

To outline the processes that Glen Waverley Primary School 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.

### **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:**

Glen Waverley Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Glen Waverley Primary School recognises the valuable contribution that volunteers provide to our school community and can play an important role in children's development and learning.

The procedures set out below are designed to ensure that Glen Waverley Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

## **Becoming a volunteer**

Members of our school community who would like to volunteer are encouraged to speak to your child/ren's teacher.

Glen Waverley Primary School will ask for volunteers when assistance for classroom reading, excursions, Mother's and Father's Day stalls and other specific events.

## **Suitability checks including Working with Children Checks**

### ***Working with students***

Glen Waverley Primary School values the many volunteers that assist in our classrooms, sports events, 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, Glen Waverley Primary 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 Glen Waverley Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to our school office for verification in the following circumstances:

- **Volunteers who are not parent/family**
- **Parent/family volunteers**

### ***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.

- volunteering on the weekend for gardening
- maintenance
- working bees
- parents and friends club coordination
- school council
- participating in sub-committees of school council
- fete coordination
- other 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. However, Glen Waverley Primary School reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

## **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 Safe Code of



Conduct, our Child Safe Commitment, our Working With Children Policy and our Child Safe Policy. 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 Glen Waverley Primary School.

Glen Waverley Primary School 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 Glen Waverley Primary School's 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.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

## **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 Code of Conduct

Child Safe Commitment

Working With Children Policy

Child Safe Policy