


St Thomas the Apostle Primary School	System Update: 01.05.2020	
Version 0.2	Date of Next Review: 01. 05. 2023	

# Visitor & Volunteer Policy

---

## **Introduction:**

---

St Thomas the Apostle Primary School seeks to provide a safe, open & friendly learning environment for all staff, students and actively values and encourages volunteers & visitors. To achieve this, the School has developed guidelines to effectively inform, monitor & manage Volunteers & Visitors that must be applied at all times.

## **Scope:**

---

This policy and associated procedure applies to all visitors and volunteers who may attend the school site during school hours (Monday to Friday 8:30am – 4:30pm). Outside of these times the School Reception will not be staffed and the only visitors permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care (OSHC), school events, concerts, sport or other permitted school activities. Parents & carers are also permitted on school grounds to collect their children from community groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

## **Policy:**


---

St Thomas the Apostle Primary School strives to create an open and inclusive school and community environment and encourages parents and carers to be actively involved in their child's development and education. The school also strives to foster strong partnerships with local community groups and other organisations.

St Thomas the Apostle Primary School 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 Vision & Mission Statements, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct and Parent & Guardian's Code of Conduct.

Visitors and volunteers to our school may include, but not be limited to the following:

- » Parents, Guardians & Carers;
- » Prospective parents, students and employees;
- » Catholic Education Commission of Victoria (CECV) employees & representatives;
- » Allied health or health practitioners;
- » Children's services agencies;
- » Invited speakers & guests;
- » Public officials - members of parliament, local councillors;
- » School service providers - uniform suppliers, booksellers, official school photographers;
- » Technicians – ICT & Photocopier;
- » Contractors & tradespeople;
- » Department of Health and Human Services workers;
- » Victoria Police;
- » Persons authorised to enter school premises - Worksafe inspectors, health officers etc....;

St Thomas the Apostle Primary School	System Update: 01.05.2020	
Version 0.2	Date of Next Review: 01. 05. 2023	

St Thomas the Apostle Primary School discourages visitors and volunteers who may be feeling unwell from entering the school site. Where deemed pertinent by the school Principal, a member of the Leadership Team or Reception Staff, visitors or volunteers may be required to complete the school's *COVID 19 Declaration Form (Appendix 1)* prior to being authorised entry.

Visitors and Volunteers who fail to report to the School Reception, follow the instructions of the school staff members, breach the school's entry requirements or act in a manner that places themselves, students, staff members or others on site at risk will be asked to leave the school site immediately. Further entry to the school site may also be prohibited.

### Definition:

---

Child-Connected Work: As defined by Ministerial Order No. 870 – Child Safe Standards, work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child Related Works: As defined by the Working with Children Act 2005 (Vic), child-related work is work that involves direct contact, either physical, face-to-face, written, oral or electronic contact 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.

Contractor: Individuals & their employees who are engaged by the school to provide one off or ongoing services or materials in accordance with agreed arrangements. Contractors include but are not limited to; tradespersons, maintenance personnel, cleaners, after-care providers, information technology support personnel & food service providers.

Volunteer: Any non-paid individual who provides support in educational, sporting or extracurricular activities at the school. Their assistance is provided under the direction & supervision of identified school representatives.

Visitor: A Visitor is described as any person not enrolled or employed by the school & includes, but is not limited to; parents, grandparents, past students, prospective parents, Catholic Education Office representatives, community volunteers, invited speakers, counsellors, children's services representatives, contractors, health professionals & sales representatives.

### Implementation:


---

#### Site Entry Requirements:

All visitors and volunteers to St Thomas the Apostle Primary School are required to report to the School Reception upon arrival. Parents & Guardians or Carers wishing to speak with their child must also report to the school's reception prior to being authorised to do so.

Prior to being authorised to enter the site, beyond the School Reception all visitors and volunteers will be provided with Visitor's Lanyard, which must be visibly worn at all times, and required to undertake the following:

- » Sign in via the School Attendance kiosk at reception stating their name, time of entry, purpose for the visit, enter their Working with Children Check (WWCC) number and expiry date and acknowledge they have read and understand the School's Child Safety Code of Conduct etc..
- » Provide a copy of their current WWCC to office staff if a copy has not previously been provided.

St Thomas the Apostle Primary School	System Update: 01.05.2020	
Version 0.2	Date of Next Review: 01. 05. 2023	

- » Wait for their authorisation to be approved.

**Visitors and volunteers are not permitted to attend St Thomas the Apostle Primary School if they feel unwell in any way. School Reception staff members may enquire into the immediate health of visitors and volunteers prior to being authorised to enter the school.**

Visitors & Volunteers who fail to acknowledge their attendance via the School Attendance kiosk at reception will not be permitted access to any area of the school. The Principal, members of the Leadership Team or Reception Staff reserve the right, and have the authority, to prohibit the entry of any visitors & volunteers to the school site.

Similarly, at the end of the visit, all visitors & volunteers must report back to the School Reception where they are required to sign out via the School Attendance kiosk at reception & return their Visitor's Lanyard.


In the unlikely event that a visitor or volunteer leaves the school site without signing out, immediate contact will be made with the individual to determine their whereabouts and to remind them of site entry requirements. The Principal, at their discretion, may refuse the individual future access to the school site.

NOTE: Couriers, sales representatives, postal workers etc... who do not intend to enter the school site beyond School Reception are not required to acknowledge their attendance via the School Attendance kiosk at reception. In the event the above mentioned individuals are required to deliver items or supplies beyond the School Reception, they must ensure that they sign in via the School Attendance kiosk at reception.

#### **Expected Behaviour/s:**

Visitor and volunteers are required to follow all 'reasonable instructions' and must ensure the following at all times:

- » Dress appropriately, according to the occasion;
- » The use of courteous and acceptable language in all communications;
- » Interactions with all students, staff members is done in a civil manner;
- » Never to work 'one-on-one', in isolation with a student. Always ensure these interactions take place in the presence of another adult or students;
- » Refrain from any physical contact with students;
- » Not to discipline students or raise their voice;
- » Not take a photo or video recordings without permission;
- » Not disclose any confidential information relating to the school and their interaction;
- » Not post any comment, photo or video on social media relating to the school and their interaction with it;
- » **Immediately inform supervising staff members if they begin to feel unwell in any way;**
- » Immediately report to supervising staff members any disclosures or allegation of abuse;
- » Immediately report any incident or accident to supervising staff members;
- » Follow all instructions from supervising staff members in the event of an emergency;

St Thomas the Apostle Primary School	System Update: 01.05.2020	
Version 0.2	Date of Next Review: 01. 05. 2023	

- » Not smoke on school grounds within four metres of any entrance (Victorian Law).

#### **External Speakers & Presenters:**

St Thomas the Apostle Primary School may on occasions, invite external speakers or presenters to deliver incursions, presentations, workshops and special programs. Consistent with Catholic Education Commission of Victoria (CECV) requirements, the school will ensure that:

- » The content of presentations and programs by external speakers or presenters is appropriate and contributes to the educational development of students and is consistent with curriculum objectives.
- » Any proposed visit, programs or content delivered by external speakers or presenters are delivered in a manner that supports and promotes the principles and practice of Australian democracy and Catholic faith including a commitment to:
  - o Elected government;
  - o The rule of law;
  - o Equal rights for all before the law;
  - o Freedom of religion, speech and association;
  - o The values of openness and tolerance;
  - o Respect the range of views held by students and their families.

#### **Related Policies:**

---


Related policies include the school's:

- » Vision & Mission Statements,
- » Child Safe Policy,
- » Statement of Commitment to Child Safety,
- » Child Safe Code of Conduct,
- » Parent & Guardian's Code of Conduct
- » Photography & Videoing.

#### **References:**

---

[Victorian Education Department, Visitors in Schools Policy](#)

St Thomas the Apostle Primary School	System Update: 01.05.2020	
Version 0.2	Date of Next Review: 01. 05. 2023	

## COVID 19 Declaration Form

To ensure the ongoing health & well-being of all members of your school community, St Thomas the Apostle Primary School requires all Visitors & Volunteers to complete this Declaration Form prior to being authorised to enter the school.

All information provided will be dealt with in the strictest of confidence in accordance with the [Australian Privacy Principles \(APPs\)](#) contained in the [Commonwealth Privacy Act 1988 \(Cth\)](#) school's Privacy Policy. A copy of the Privacy Policy is available on the school's website.

Your Name:		
Your Contact Number:		
Residential Address:		
The Purpose of your Visit:		
Has anyone who lives at your address <u>returned from domestic or international travel</u> within the last 14 days?	Yes	No
In the last 14 days, has anyone who lives at your address been in <u>physical contact with a person/s who has been diagnosed with the COVID-19 virus?</u>	Yes	No
Is anyone who lives at your address <u>currently under a form of self-isolation as the result of an order of a government authority or as the result of a recommendation by a health professional?</u>	Yes	No
In the last 14 days, has anyone who lives at your address been in <u>physical contact with a person/s who is in self-isolation</u> due to the COVID-19 virus?	Yes	No
In the last 14 days, has anyone who lives at your address experienced symptoms such as: <ul style="list-style-type: none"> <li>» Flu like Symptoms</li> <li>» Fever</li> <li>» Coughing</li> <li>» Shortness of Breath</li> <li>» Fatigue</li> </ul>	Yes	No

*Please Note: St Thomas the Apostle Primary School reserves the right to refuse your entry to the school if you have answered **Yes** to any of the questions listed above. We trust that you appreciate your declaration is in the best interests of the health & well-being of all members of our school community.*

I declare that the information provided is a true and proper representation of my health & recent community interaction. I commit to informing St Thomas the Apostle Primary School if these circumstances change.

Printed Name (Visitor/Parent/Carer):		
Signature:		Date: