

Introduction

St Roch's Parish Primary School seeks to provide a safe, open and friendly learning environment for all staff, students and actively values and encourages volunteers and visitors. To achieve this, the School has developed guidelines to effectively inform, monitor and manage Volunteers and 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 (Insert Opening hours – 8:30am – 4:30am). 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 and 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 Roch's 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 Roch's 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 and Mission Statements, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct and Parent and Guardian's Code of Conduct.

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

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

St Roch's 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 prior to being authorised entry.

Visitors and Volunteers who fail to report to the School Office, 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.

Definitions

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 and 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 and food service providers.
Volunteer:	Any non-paid individual who provides support in educational, sporting or extra curricula activities at the school. Their assistance is provided under the direction and supervision of identified school representatives.
Visitor	A Visitor is described as any person not enrolled or employed by the school and 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 and sales representatives.

Implementation:

Site Entry Requirements:

All visitors and volunteers to St Roch’s are required to report to the School Office upon arrival. Parents and Guardians or Carers wishing to speak with their child must also report to the School Office prior to being authorised to do so.

Prior to being authorised to enter the site, beyond the School Office 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 Sign in Book stating their name, time of entry, purpose for the visit, and acknowledge they have read and understand the School’s Child Safety Code of Conduct etc..
- Provide a copy of their current Working with Children Check (WWCC) to office staff if a copy has not previously been provided.
- Wait for their authorisation to be approved.

Visitors and volunteers are not permitted to attend St Roch’s if they feel unwell in anyway. Staff members may enquire into the immediate health of visitors and volunteers prior to being authorised to enter the school.

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

Similarly, at the end of the visit, all visitors and volunteers must report back to the School Reception where they are required to sign out via the School Attendance Sign in Book and 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 Office are not required to acknowledge their attendance via the School Attendance Sign in Book. In the event the above mentioned individuals are required to deliver items or supplies beyond the School Office, they must ensure that they sign in via the School Attendance Sign in Book.

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

External Speakers and Presenters:

St Roch’s 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:
 - 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 the range of views held by students and their families.

Related Policies	Related policies include the school’s: <ul style="list-style-type: none"> • Vision and Mission Statements, • Child Safe Policy, • Statement of Commitment to Child Safety, • Child Safe Code of Conduct, • Parent and Guardian’s Code of Conduct • Photography and Videoing.
References	Victorian Education Department, Visitors in Schools Policy
Date of Ratification	
Date of Review	
Source	Smartsafe