



VISITOR AND VOLUNTEER POLICY

Scriptural Context

“You have been told what the Lord requires of you, only to do right and to love goodness and to walk humbly with your God.”

Micah 6:8

Rationale

St Patrick’s School is an inclusive community which welcomes visitors and volunteers, and values their contribution. The school aims to provide a friendly, caring and safe environment which fosters the development of every child and provides opportunities for the broader community to contribute to this development.

Definitions

Person Conducting a Business or Undertaking (PCBU)- A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader.

Volunteer- A volunteer is a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

Worker- A worker is a person who carries out work in any capacity for a person conducting a business or undertaking, including work as a volunteer.

Aims

St Patrick’s Primary School is an educational community committed to the creation of a safe, caring and happy learning environment where:

- The fundamental right of children to be treated with dignity and respect is acknowledged.
- The parents/guardians are valued as partners in education and are invited to be involved in their children’s education.
- The safety of all children, staff, parents, volunteers and visitors is of major importance.
- Sensitive information about staff and children is treated with confidentiality.

Under the **Work Health and Safety Act 2011 (NSW)** the school must ensure that visitors and volunteers are not exposed to risks to their health and safety whilst they are on the school premises. It is expected that all visitors and volunteers will comply with any directives issued by the Principal or delegated person whilst on the premises, and to follow the guidelines in order to maintain a safe, supportive school environment for students, employees and the broader community.

Guidelines & Guideline Indicators

1. Duty of Care

Students observed in the school cannot be discussed with other parents or staff, including the child's parents. Any questions regarding students at St Patrick's Primary School are to be referred to the child's teacher, Principal or Assistant Principal.

A PCBU has the primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking.

A PCBU is also responsible for ensuring work carried out does not carry risk to the health and safety of others.

This means the PCBU must:

- Provide and maintain a safe work environment;
- Provide and maintain safe plant and structures;
- Provide and maintain safe systems of work;
- Ensure the safe use, handling and storage of plant, structures and substances;
- Provide adequate facilities (and ensure access is maintained);
- Provide instruction, training, information and supervision; and
- Monitor the health of workers and conditions at the workplace.

Volunteers which have both volunteers and paid employees will need to be afforded the same occupational health and safety rights and responsibilities as paid employees.

2. Duties of Workers (Volunteers)

St Patrick's Primary School requires that adults other than those employed as staff members:

- Undertake training where necessary. E.g. Helping with reading, art/craft, mathematics, canteen induction...

When working with children, volunteers should:

- Always act in the best interests of the children
- Work cooperatively with staff members'
- Take all reasonable steps to protect the children in their care
- Refer behaviour concerns to the homegroup teacher who will then take appropriate action
- Avoid physical contact at all times
- Affirm the children and always speak in a calm manner to them
- Work with children in the sight of the teacher

When volunteering in the school, volunteers should:

- Take reasonable care for your own safety;
- Take reasonable care to ensure your acts or omissions do not adversely affect the health and safety of others;
- Comply with reasonable instructions from the PCBU to assist them in complying with the WHS Act; and
- Co-operate with policies or procedures relating to health and safety that the workers have been notified of.

3. Duties of Visitors

- Take reasonable care for their own safety;
- Take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other persons; and
- Comply with any reasonable instructions from a PCBU.

4. Signing on

- All persons entering the school grounds must report to the Administration Office.
- Persons whose sole purpose is to deliver goods are not required to sign the Visitors Book but must still report to the Office and inform a staff member of their delivery.
- Persons other than those making a delivery shall sign the Visitors Book on arrival, and sign off when they leave the premises.
- Volunteer badges or Visitors lanyards are available at the Administration Office. These should be worn whilst on the school premises.
- Visitors and volunteers shall read and be familiar with the contents of the Visitor Safety Guidelines which are attached to the Sign On book at the Office.
- Any person who will be working as a volunteer in contact with children at the school, or any visitor who will be in contact with the children is required to complete a “**CSO Volunteer Application Form**” (Attachment 1) before proceeding further. This is available from the Administration Office, and is required to be signed once only. The completed form will be kept on file. Administration Staff/Officer are to maintain an up-to-date register of volunteers who are not parents/guardians of enrolled students
- Visitors and volunteers should read and be familiar with the “**Advice on Child Protection**” before they commence any activity in the school. This advice is on the reverse side of the Visitor Guidelines attached to the sign on book.

5. Emergency Evacuation Procedures

- Visitors and volunteers are to read and be familiar with the school’s Evacuation Procedures. A copy of this is displayed at the Administration Office and in each of the Pods.
- The signal to evacuate is a **prolonged siren sound**. Following the directions of staff, all visitors and volunteers and students shall leave the rooms or area and proceed immediately to the Assembly Point. The ‘Assembly Evacuation Point’ is at the far end of the playing field (See Evacuation Policy).
- Visitors and volunteers should report to the Administration staff at the Assembly Point to have their names marked off.

6. Use of Facilities

- Visitors and volunteers shall use the staff toilet facilities. These are located next to the staffroom. Student toilets are not to be used at any time by an adult.
- Parents/volunteers can access the parent room at anytime.
- Staffroom facilities are available for the comfort and convenience of visitors and volunteers. Administration staff should be consulted to make sure it is convenient at the time.

7. Vehicles on School Premises

- Parents/volunteers can access the parent room at anytime.
- Staffroom facilities are available for the comfort and convenience of visitors and volunteers. Administration staff should be consulted to make sure it is convenient at the time.

8. Child Protection Act

- Visitors and volunteers should ensure they are not alone with a student in any part of the school. A staff member should be informed immediately if this occurs.
- A completed “**CSO Volunteer Application**” form is a requirement of every visitor and volunteer, as well as employees. Please fill in one of these forms at the School Administration Office before proceeding. Only one of these forms per person is required for the duration of that person’s involvement with the school.

9. Chemicals

- No chemicals of any type are permitted to be brought onto the school premises, unless prior permission is given by the school Principal or delegated person. A copy of the Material Safety Data Sheet will be obtained and read by the school Principal or delegated person, and a Risk Assessment carried out, before any chemical substance is permitted to be used.

10. Smoking

- St Patrick’s School is a **NO SMOKING** environment at all times. All school buildings, property and grounds are ‘Smoke Free’ zones. There are no exceptions to this.
- There is to be no smoking at any school function or extra-curricular event held on the school premises.

11. Manual Handling

- No visitor or volunteer will engage in any specialised activity that would normally be carried out by a licensed tradesperson– this includes working with electricity, handling chemicals and major repairs and maintenance to plant and buildings.
- Persons entering the school will practise safe handling and lifting when moving any items in the school. Platform ladders shall be used to reach objects over 3 metres and trolleys used to move heavy items. If in doubt, persons should not attempt the task but ask for help at the Administration Office. Stepladders will be stored in Pods in order to reach objects up to 3m.

12. Animals

- All domestic animals brought onto the premises (at the approval of the Principal/Delegate) must be properly controlled with a lead or leash, or cage if appropriate. Children are not to be encouraged to pet the animals.

Reflective Materials

- St Patrick’s School Enrolment Form, 2015
- St Patrick’s School Parent Information Book, 2016
- St Patrick’s School Electrical Safety Policy, 2015
- Work, Health and Safety Act, NSW, 2011
- Lismore CSO Child Safety and Support, 2015

This policy was last ratified by St. Patrick’s School Board in & Reviewed in	September, 2006 September, 2011 November, 2015 November, 2015
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