



Donald Primary School

Visitor & Volunteer Policy

Rationale

Donald Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people.

Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of Donald Primary School.

Aim

- To provide a safe and secure environment for the students, staff, parents and resources of Donald Primary School.
- To establish protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Donald Primary School.

Definitions

- **Visitor:** For the purpose of this policy, visitors are defined as all people other than staff members, students, parents, guardians & immediate family members.
- **Child-related work** is any work that involves 'direct contact' with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid).
- **Direct Contact (with a child)** : The definition of 'direct contact' with children includes oral, written or electronic communication as well as face-to-face and physical contact.

WORKING WITH CHILDREN CHECKS

A Working With Children Check is required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.

School Protocols & Procedures:

VISITORS, SALESPEOPLE & TRADESPEOPLE:

- Visiting speakers are in attendance by invitation only. They will be well briefed about the nature of the school and its community by the Principal, Assistant Principal or Teacher in Charge (refer Excursion policy) and should be prepared to respect the range of views held by our students and their families.
- The Principal is responsible for ensuring that parental consent is obtained for contact with students by approved organisations (e.g. instrumental music) during school hours.
- Visitors are required to report to the School Administration Office prior if undertaking any activity within the school. Any visitor wishing to speak to a student must do so through a school staff member.
- Visitors are required to complete the 'sign in' process via the XUNO Kiosk at the Front Office and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, they are required to report to the School Administration Office at the end of their visit to return their badge and to 'sign out' using the XUNO Kiosk.
- Salespeople and those delivering goods will be directed appropriately by the School Administration staff.

- Visitors providing services to the school such as tradespeople and consultants who may work independently of school personnel, will be asked to present their Working with Children Check (WWCC) in accordance with the *Working with Children Act 2005*; observe the schools 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety Procedures.

VOLUNTEERS:

- Parents, immediate relatives or community members who volunteer in classrooms, sports days, excursions/incursions or any other child related activity are required by Donald Primary School to hold a Working With Children Check (even if their child is participating or ordinarily participates in the activity undertaken) **and they must be under the supervision of a teacher**. Volunteers must present their WWC check to school administration staff for a copy to be made for school records.
- Volunteers are required to complete the 'sign in' process via the XUNO Kiosk at the Front Office and will be assigned a 'Visitors' badge which they must wear at all times within the school. Similarly, they are required to report to the School Administration Office at the end of their visit to return their badge and to 'sign out' using the XUNO Kiosk.
- Visitors, such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through the School Newsletter and XUNO Family App, notices, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The School Administration office is the school's major public space and parents are welcome to visit this area at any time to:
 - Organise the collection of their child/children by completing the 'sign in' or 'sign out' via the XUNO Kiosk
 - Make appointments to see staff
 - Make enquires about school operations
 - Pay accounts or complete other tasks that require the support of our administration staff or members of the leadership team.

The use of Service Victoria QR codes for electronic record keeping is now mandatory in all schools to enable the effective contact tracing of any COVID-19 cases.

	Need to check in	Not required to check in
All visitors and volunteers working on school site (including contractors, external Department staff and building and maintenance staff)	✓	
All parents who enter school buildings when on school site	✓	
Staff		✓
Students		✓
Parents who come onto school grounds for drop off or pick up, but do not enter buildings.		✓

Schools can permit parents to enter buildings onsite for student pick-up and drop-off providing sufficient QR code locations are available for parents to check in. Where this is not possible, parents should not be permitted to enter buildings for pick-up and drop-off. Further information about QR code set-up can be found at Register to use the Victorian Government QR Code Service

Vaccination requirements for visitors and volunteers performing work in schools

Visitors and volunteers performing work on school sites (both inside and outdoors) must have had at least one dose of COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November 2021 or have a valid medication exception. Visitors and volunteers must be advised to adhere to COVIDSafety requirements set out in the School Operations Guide.

More information about collection of vaccination information from visitors and volunteers performing work on school sites is available at COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites : Policy | education.vic.gov.au including a template register that schools can use for recording vaccination information during visitor and volunteer sign in.

Vaccination requirements for parents and carers attending schools

All parents and carers attending schools, including for drop off and pick up must also adhere to physical distancing, density limits, face mask requirements and practise respiratory etiquette and good hand hygiene.

Parents and carers who enter school buildings must check in using the QR code.

Parents and carers who enter school buildings must also have had at least one dose of COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November 2021 or have a valid medical exception with the following limited exceptions:

- * when attending to administer medical treatment to their own child when the treatment cannot be administered by the school
- * when attending to collect their child who is unwell and cannot leave the school building unaccompanied by their parent/carer.
- * when attending for a momentary period that does not involve any sustained contact with staff or students, for example, to collect a completed art project or similar.

Parents and carers attending any event or activity inside a school building including, but not limited to tours, graduations, kindergarten transition, whole of school events are required to show evidence of vaccination.

Meetings and other discussions (such as Student Support Group meetings) with parents and carers who do not meet vaccination requirements should be held virtually.

Parents and carers attending school sites for drop off and pick up who do not enter school buildings do not need to comply with vaccination requirements.

Any parent / carer who needs to access an early childhood education and care service (including OSHC) via the main entrance of a government school building is required to check in using the Victorian Government QR Code Service but do not need to show their vaccination status.

External providers who use or hire school facilities outside of school hours must ensure that use aligns with the Open Premises Directions including vaccination requirements.

Risk Management:

- Visitors and volunteers entering the school will be provided with directions and made aware of any construction works which may impact upon their safety or comfort. School Administration staff, Principal, Assistant Principal or the Teacher in Charge of organising the visit will provide this advice.
- The school's emergency management procedures will ensure that visitors within the school at the time of emergency or practice drill will be identified and directed appropriately.
- Any visitors providing services to the school who do not have their Working with Children Check will need to be supervised by School Administration staff on their visit.

Unauthorised visitors:

- Visitors who are not listed on school records and who wish to see a student will not be given access to them. The Principal or Assistant Principal will explain the school's policy and then request the individual to leave the school grounds. The police will be contacted if necessary.
- Under the *Summary Offence Act 1966*, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school's boundaries outside school operating hours.

Evaluation

This Policy was ratified by School Council February, 2022 and is to be reviewed 4 yearly, in 2026.

Mr Warren Funcke
School Council President

Mr Gavin Young
Principal