



**ST LUKE'S**  
Catholic Primary School  
Wantirna

Address - 25 Stokes Road Wantirna

# **VOLUNTEERS/VISITORS**

## ***POLICY***

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### **Rationale:**

St Luke's 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 salespeople. Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of St Luke's School.

### **Aim:**

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

### **Implementation School Protocols:**

#### **Volunteers:**

- Volunteers are required to report to the School Administration prior to undertaking any activity within the school and record details in the Visitor's register. (Vpass) Volunteers are required to wear a lanyard containing "Visitor" whilst in the school. At the end of a visit, they are required to return their lanyard and to 'sign out' in the Visitors register. (Vpass) Volunteers within the school who have failed to follow this process will be monitored and reminded to do so.
- All volunteers will need to sign a 'Volunteer Code of Conduct' that outlines the expectations of volunteers in our school and the expected behaviours in which they agree to show.
- Any visitor wishing to speak to a student must do so through a school staff member with the exception of classroom helpers who are working with the students in directed activities.

#### **Visitors:**

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, website, notices, written invitations

and personal approaches, as well as informally through conversation and opportunity. 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, Deputy Principal or Teacher in charge and should be prepared to respect the range of views held by the 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 must act in an appropriate manner when on school grounds or at school events.

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; observe the school's 'sign in' and 'sign out' procedures; wear a 'Visitors' badge at all times and observe the school's Occupational Health and Safety procedures while on site. 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.

**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, Deputy 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.

Visitors will be briefed on Occupational Health and Safety Conditions and go through a Visitor induction checklist.

**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 Deputy Principal will explain the school's policy and then request the individual to leave the school grounds. 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 will be reviewed as part of the School Improvement Review cycle.

This policy was ratified by the Advisory Board on 23/9/18.

**Appendix:**

[Volunteer Code of Conduct Policy](#)

[Volunteer Code of Conduct](#)

[Visitors Code of Conduct Policy](#)

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