



VOLUNTEERS AND VISITORS TO THE COLLEGE POLICY

DATE: June 2017
NEXT REVIEW: June 2020

BACKGROUND

Elwood College encourages connections with the wider community and values the contributions visitors make to the College. Visitors can be community or professional volunteers, employed professionals, tradesmen or student's parents and/or immediate family. Visitors and volunteers can assist with school activities and teaching and learning practices or the upkeep and maintenance of school grounds, building and equipment.

Schools are not public spaces and require guidelines and procedures for visitors and volunteers.

PURPOSE

1. To ensure the safety of students and staff.
2. To effectively manage and ensure the safety of visitors and volunteers.
3. To protect the integrity of school and personal property.

GUIDELINES

1. A visitor is any person who enters the school campus in person and is not a member of staff or a currently enrolled student in the school, including but not limited to, CRT (Casual Relief Teachers), tradesmen or other workers for the maintenance of school grounds, buildings and equipment, visiting trainers/facilitators, DET employees, prospective students and staff and parents/families.
3. A volunteer is a person who without payment or reward voluntarily engages in: school council functions; activities for the welfare of the school at the request of the principal or school council; school work; or attends state or regional meetings.
4. All visitors and volunteers will be made aware of the administrative procedures for effectively managing visitors/volunteers to the college.
5. Elwood College requires anyone working with students to hold a Working With Children Check (<http://www.workingwithchildren.vic.gov.au/home/>)
6. All visitors to the school must abide by the Elwood College Child Safe Code of Conduct.

All visitors and volunteers will be treated with respect.

IMPLEMENTATION

1. During school hours, visitors and volunteers will attend the administration office and sign the visitor register on arrival and sign out on departure.
2. Visitors and volunteers will record their name, their signature, the date and time, college visitor ID number and indicate the purpose of their visit in the visitor register.
3. Visitors and volunteers will be identified in the college grounds by wearing a visitor ID badge/lanyard which will be collected at the administration office when they sign in.



4. **Visitors and volunteers working directly with children must provide a valid Working With Children Check.**
5. **Staff will be responsible for any visitors and volunteers they invite to the College and ensure visitors sign in/out and are properly supervised during their stay.**
6. **Hirers of school facilities are responsible for ensuring any visitors or volunteers meet the Elwood College Child Safe Code of Conduct and comply with Working With Children Check requirements.**



RESOURCES

Working with Children Act 2005

DEECD School Policy and Advisory Guide: Visitors in Schools; Volunteer Checks; Volunteer Workers

<http://www.education.vic.gov.au/management/governance>

Child safe ministerial order 2016

EVALUATION

1. All staff are aware of, and implement the visitors to the college policy and procedures.
2. The visitor register is purposefully and regularly maintained.
3. Visitors during school hours can be easily identified.