



# Volunteer and visitor policy

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## Rationale

Bunyip Primary School seeks to encourage visitors to the school through the creation of an open and friendly environment, which values and encourages visitors to the school, while still maintaining a child safe environment.

Visitors include (but is not limited to):

- Guest speakers or performer
- Sessional instructors
- Representatives from business or service groups
- Prospective parents
- Services and trades people
- Official school photographers
- Sales people

Volunteers include (but is not limited to):

- Parents, guardians and carers who assist at school events (including excursions and camps) and in classrooms
- Members of the community who work with students

## Implementation

The principal (and their absence the vice principal) reserves the right, and has the authority to invite or prohibit anyone from entering or remaining within the school at any time as stipulated in the *Summary Offences Act 1966*.

## Visitors

- ALL visitors are required to report to the school office upon arrival and sign into the visitor's log book.
  - They will be assigned a 'visitor identification', which they must wear at all times while within the school
  - At the end of their visit, they must return the visitor identification to the school office and sign out of the visitors' log book
  - In an emergency the visitor's log book will be used by the principal to ensure the safety of all visitors
  - Visitors who fail to sign in, will be reminded to do so as soon as practical
- Visitors will be provided with directions and made aware of any construction works etc. that may impact upon their safety or comfort by the office staff, leadership team or staff member involved in organising their visit.
- Visitors providing services to the school, such as trades people, consultants and those with direct contact with students, will be asked to present their Working with Children Check (WWCC) in accordance with the *Worker Screening Act 2020* and observe the school's occupational health and safety procedures while on site.
- Sales people and those delivery goods will be directed to the school office

## Volunteers

- All volunteers who assist in the classroom, on excursion or camps and at school events must have a valid WWCC and are subject to Bunyip Primary School's Working With Children Check Policy (available on the school's website)
- ALL volunteers are required to report to the school office upon arrival and sign into the visitor's log book.
  - They will be assigned a 'visitor identification', which they must wear at all times while within the school
  - At the end of their visit, they must return the visitor identification to the school office and sign out of the visitors' log book
  - In an emergency the visitor's log book will be used by the principal to ensure the safety of all visitors
  - Visitors who fail to sign in, will be reminded to do so as soon as practical
- Volunteers will be provided with directions and made aware of any construction works etc. that may impact upon their safety or comfort by the office staff, leadership team or staff member involved in organising their visit.
- Volunteers must wear the WWCC lanyard while they are in the classroom
- All volunteers must be under the supervision of a school staff member and are subject to the policies and procedures (include child safe)
- All volunteers are expected to act in accordance with the Department of Education and Training's (DET) policies relating to equal opportunity and anti-discrimination, sexual harassment and workplace bullying

## Policy review

Ratified by school council: May 2021

Policy review: May 2024