ST. ANDREW'S GRAMMAR

VOLUNTEERS AND VISITORS POLICY

Date	Modified By	Ratified	Review
September 2014	Principal		2015
May 2017	Principal	2017	2018
May 2018	Principal	2018	2019
Nov 2023	Principal	2023	2025

ST. ANDREW'S GRAMMAR
Volunteers and Visitors Policy

Policy Statement

This policy aims to promote a safe and secure environment for our students, staff, families and visitors. Further, it aims to establish protocols and procedures that effectively monitor and manage visitors, help contribute to the School's existing duty of care practices as well as support the School's emergency management procedures.

Visitors

All visitors must first report to Reception to sign in. The Visitor Log Book contains information such as the date, the visitor's name, whom they are visiting and time of arrival. If not already wearing an official badge, visitors will be provided with a visitor's sticker which must be worn for the duration of their visit.

Visitors should remain in Reception until they are collected by a member of staff. Visitors must not be left to roam around the school campus unaccompanied.

For the purposes of this policy, **visitors** may include:

- Tradespersons
- Guest speakers
- Volunteers (see detail below)
- Relief Teachers
- Other visitors

Short-term visitors who remain in the Reception area or Administration building do not need to sign in. Where these visitors are required to deliver goods to areas other than Reception or the Administration building, a member of staff must escort them to that location.

For the purposes of this policy, **short-term visitors** may include:

- Parents dropping off lunches or collecting ill students.
- Parents paying fees or coming solely to Reception.
- Couriers, mail contractors, delivery drivers etc.
- Families attending interviews.

For the purposes of Child Safety and Child Protection, visitors who have signed in at Reception must then be accompanied by a member of the St. Andrew's Grammar staff at all times.

If a staff member has any concerns about the conduct of a visitor to St. Andrew's Grammar, the concern must be reported to the Principal, Head or Primary or the Academic Director immediately. Visitors must return to Reception after the conclusion of their visit to the School and sign out of the Visitor Log Book. All Visitor stickers should be returned to the Receptionist.

Ethical Conduct/Communication with **Staff, Students, Parents, and other Visitors**

Our visitors should act in a lawful manner which reflects the best interest of students, their families, staff and the school community.

When attending the school or any school-related events, visitors must;

a) Refrain from any unlawful behaviour

b) Refrain from engaging in judgmental/malicious gossip (online or directly)

c) Refrain from behaviours and actions, which constitute bullying, harassment, discrimination or vilification, including physical, mental or emotional abuse.

d) Refrain from offensive, derogatory or insulting conduct/language. This includes wearing clothing that contains offensive words/symbols.

e) Appropriately dress befitting the specific occasion.

f) Refrain from smoking on school grounds within four metres of any entrance (as dictated by Western Australian Law).

g) Not possess alcohol on school grounds, unless St. Andrew's Grammar has sanctioned the event.

h) Not attend school events if affected by alcohol or other intoxicants.

i) Never possess illicit drugs on school grounds.

j) Show proper care and regard for school property, property of others and occupational health and safety concerns.

k) Abide by all OH&S regulations

Volunteers

According to the Act, a volunteer is defined as a person who does community work on a voluntary basis. A person does community work on a voluntary basis if the person:

a) Receives no remuneration for doing that work other than:
    i) Remuneration that the person would receive whether or not the person did that work
    ii) The reimbursement of reasonable expenses incurred by the person in doing that work
    iii) Receives remuneration that is not greater than the amount, if any, prescribed by the regulations.

Community work is defined as work organised by a community organisation to be done:

a) For a religious, educational, charitable or benevolent purpose
b) For the purpose of promoting or encouraging literature, science or the arts
c) For the purpose of sport, recreation or amusement
d) For the purpose of caring for, treating or otherwise assisting people who need assistance because of a physical or mental disability or condition
e) For the purpose of conserving or protecting the environment
f) For the purpose of promoting or preserving historical or cultural heritage
g) For the purpose of establishing, carrying on, or improving a community, social or cultural centre

h) For the purpose of promoting the interests of a local community
i) For a political purpose
j) For any other purpose approved under section 4(1)(f) of the Associations Incorporation Act 1987
k) For a purpose prescribed by the regulations.

In general, a volunteer at St. Andrew's Grammar is a person who voluntarily engages in work in the without payment or reward. School work is inclusive of but not exclusive to:

- Carrying out the functions of a school council/board
- Any activity carried out for the welfare of a school, by the School Board, the Parents and Friends Association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the School at the request of the Principal or School Board
- Providing any assistance in the work of the school
- Attending meetings in relation to St. Andrew's Grammar convened by any organisation which receives government financial support
- School fundraising
- Assisting with camps, tours, incursions or excursions.

All volunteers at St. Andrew's Grammar undergo an induction process that introduces them to the School and their direct worksite. In most cases, the process begins within two (2) weeks. Our volunteer induction also provides new volunteers with an understanding and appreciation of the specific requirements of their task and knowledge of the functions of our school.

Under The Working with Children (Screening) Act 2004, a person with a current '**Interim Negative Notice'** or **'Negative Notice'** must not carry out child-related work. If a person with a current Interim Negative Notice or Negative Notice is using the child volunteer exemptions or parent volunteer exemption, they must immediately stop, or they will be breaching the Act and can be prosecuted. If a person is unsure, they can contact the Working with Children (WWC) Screening Unit for more information.

Volunteers involved in child-related work with students may be required to undergo a Working with Children Check. Details of the Working with Children regulations are available through the Department for Child Protection website: http://www.checkwwc.wa.gov.au.

For further information, refer to:
http://www.police.wa.gov.au/OurServices/PoliceChecks/tabid/1202/Default.aspx

People not able to access exemptions include:

- any person who has a current Negative Notice or Interim Negative Notice will not be able to access the parent volunteer exemption.
- a parent volunteer exemption for an overnight school camp.
- parent volunteers providing individual mentoring or tuition to children other than their own child i.e. one-on-one reading.

Certain volunteers do not need to have a WWC Check and should not apply for one.

The following are some of the common exemptions:

- volunteers and students on unpaid placement who are under 18 years. Please note people with a current '**Interim Negative Notice**' or '**Negative Notice**' are not eligible to access the child volunteer or unpaid students on placement under 18 years of age exemptions.
- employers of children and people who work alongside children as fellow employees, unless otherwise doing child-related work;

- parents volunteering in connection with their child's activity may be exempt (this exemption does not apply to other relatives or guardians or to parents volunteering in connection with overnight camps);
- short-term visitors to WA, for two weeks after their arrival, and for no more than two weeks in any period of 12 months.

For full details, check the information in Factsheet 5 "Child-related work and Exemptions" http://www.checkwwc.wa.gov.au.

Obligations of Volunteers

At St. Andrew's Grammar, a volunteer's most important responsibility relates to his/her duty of care to children.

Respecting the rights of children means they must not:

- Work unsupervised with students
- Be involved in toileting students or assisting with change rooms/sickrooms
- Have unsupervised contact with students during break times
- Encourage affection from or dependency in students eg by giving presents
- Have intentional physical contact with students [the supervising teacher should provide comfort/first aid to a distressed student]
- Display bullying or intimidating behaviours towards students.

Therefore, volunteers should:

- Refer all student concerns or behaviour issues to their supervising teacher
- Refer all requests to access school files to their supervising teacher
- Sign the school's visitor book for volunteers on arrival and departure
- Wear the provided Visitor Sticker or a name badge at all times.

Along with these requirements, we expect and require certain obligations from all volunteers including but not exclusive to:

- Reliability
- Respecting confidentiality and privacy
- That each volunteer will carry out the volunteer position that was agreed
- Accountability for the tasks given
- A commitment to working for the school
- A willingness to undertake training as required
- A recognition of limitations and a willingness to ask for help and support when needed
- Being supportive of other volunteers and an ability to work as part of a team
- Being prepared to follow all relevant school policies and procedures
- Volunteers giving adequate notice before they leave the organisation.

Obligations of St. Andrew's Grammar

We have certain obligations when we engage volunteers in 'child-related work' as defined in the Working with Children (Criminal Record Checking) Act 2004 (the Act).

Under the Act, St. Andrew's Grammar must:

- Ensure that all volunteers who are required to apply for a Working with Children (WWC) Check do so
- Ensure that they do not engage a volunteer in child-related work if they are required to apply for a WWC Check and have not done so
- Where our volunteers are not required to apply for a WWC Check because their contact with children is minimal or directly supervised for a one-off visit (e.g. as a guest speaker or lecturer), we must ensure that the supervisor has applied for and passed the WWC Check unless they are exempt under the Act, for example a teacher with a WWC Card and a current registration with the Teacher Registration Board of WA
- Ensure that volunteers who have been issued with a Negative Notice do not undertake child-related work, even if directly supervised
- Ensure that they do not disclose information about a volunteer that has been acquired from the carrying out of the WWC Check, except in certain circumstances listed in the Act, such as for the purposes of a reference check in respect of child-related work
- Ensure that they are aware of the collection of and storage of their personal details by the School in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012) and our Privacy Policy.

In addition, St. Andrew's Grammar is aware that we will:

- Not enter into an employer/employee relationship with a volunteer.
- Record the unique Application Receipt Number which the volunteer will receive from Australia Post when they lodge their WWC Check application
- File the copy of a new cardholder's card which the Department for Child Protection sends to the school as this document gives the school valuable information about the person's WWC Check e.g. the card number and expiry date, the person's photograph and the type of card they have been issued with i.e. 'Volunteer' or 'Employee'
- Sight each volunteers' WWC Check card to verify that they have passed the WWC Check
- Ensure all cardholders have advised the Department for Child Protection that they volunteer with our School, so we receive notices about the validity and status of the person's WWC Check card
- Ensure a new volunteer advises the Department for Child Protection within 21 days of commencing volunteer 'child-related work' with our school as it is an offence if the cardholder fails to do so
- Ensure card holders promptly notify the Department for Child Protection every time they change their address and phone numbers using Online Change of Details
- Periodically go to the WWCC website and check the status of all of our school volunteers with WWC Check cards using Online Change of Details
- Develop human relations and workplace procedures, to be implemented in the event the Department for Child Protection issues one of the volunteers with an Interim Negative Notice or Negative Notice.
- Allocate a staff member to supervise a volunteer in each of the areas he/she works
- Keeps accurate records of each volunteer's training and work details
- Provide a full induction training that will include:
    - Occupational Health, Safety & Welfare procedures
    - Duty of Care responsibilities to students
    - Confidentiality requirements
    - Training specific to the area of volunteer work.

- Matching volunteers with work that is suitable to their skills, interests, time commitments and health status
- Ensure that supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

Cancellation of a Volunteer Agreement

When concerns arise about a volunteer, an opportunity to remedy a problem or improve an area of concern should be offered wherever appropriate.
However, an agreement with a volunteer can be cancelled at the School's discretion and where the volunteer:

- Has no more suitable work available
- Fails to follow requirements outlined in the school volunteer policy and elaborated through the induction training
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the School.

St. Andrew's Grammar will follow our constitutional guidelines regarding the cancellation of a volunteer agreement if the volunteer is a member of the School Board.

Record Keeping

St. Andrew's Grammar will retain records of volunteers in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012):

- Names and contact details
- Copies of the WWC Confirmation letter – if the School was the co-signing body and
- A brief description of the roles taken and the dates of the events.

Insurance

St. Andrew's Grammar can confirm that insurance cover is provided by our preferred insurance company in relation to volunteers and the roles in which they may be involved.

Appendix 1

ST. ANDREW'S GRAMMAR
Volunteer Induction Checklist

To the supervising teacher:

Prior to commencement:

1. Plan and document a Volunteer Induction Programme
2. Confirm that the volunteer fully understands the role and the obligations, expectations and protocols (for example- cooperation and collaboration, use of first name, dress code, codes of behaviour) associated with that role
3. Discuss the Mission, Vision, values and goals, policies and procedures of our School
4. Discuss any special requirements of the volunteer (for example, any adjustment to the workplace to address any disability) and make necessary arrangements
5. Consider provision of a mentor for the new volunteer to provide support
6. Inform staff and students, if required, of the volunteer's starting date and duties
7. Policy Forms to agree and sign, e.g. Privacy, Staff Code of Conduct, Learning Technologies use of ITC Equipment and School protocols
8. Familiarise volunteer with our school campus and/or provide a physical orientation of the specific workplace and description of the local area
9. Discuss emergency procedures and emergency exits
10. If required, explain how to use the School Intranet/Extranet, Email address book, School Telephone Directory and provide school staff phone list
11. If required, outline internet usage and email protocols and explain how to use the School photocopier/s, telephones and fax equipment
12. Identify other key contacts and provide contact details as appropriate:
    - First Aid trained staff
    - School Maintenance/Grounds person
    - Contractors- eg ITC
    - Library
    - School Canteen.
13. Provide a list of commonly used acronyms
14. Explain the Grievance policy and process.

Appendix 2

ST. ANDREW'S GRAMMAR

Working with Children Check-Volunteer Declaration

Organisation name				
Role				
Category of child-related work				
Volunteer name				
Date				
1. Do you already hold a Working with Children (WWC) Check?				
Yes, detail below		No, move to question 2		
Card number				
Expiry date				
Copy of card provided	Yes		Date provided	
Organisation use only:				
Date card validated				
Date card holder registration completed				
2. Do you qualify for an exemption?				
Yes, the child volunteer exemptions or the parent volunteer exemption, move to question 3				
Yes – other exemption, please detail below:				
I do not qualify for an exemption, WWC application receipt number recorded below:				
WWC application number				
Organisation use only:				
Date application status validated				

3. Are you entitled to the child volunteer exemptions or parent volunteer exemption?	
Please note: • access to the parent volunteer exemption varies for each **category** of child-related work • the parent volunteer exemption is not available in all circumstances, including for an overnight camp, **category 15** • individuals issued with a **Negative Notice** or **Interim Negative Notice** under the *Working with Children (Screening) Act 2004* are not entitled to access the parent or child volunteer exemptions.	
Yes, parent volunteer exemption. Please complete the declaration below	
Yes, child volunteer exemptions. Please complete the declaration below	
I declare that I am eligible to access the child volunteer exemptions or parent volunteer exemption.	
Signed	
Date	

Definitions of **bold** terms can be found in the Working with Children Check glossary at www.workingwithchildren.wa.gov.au.

Confidential Declaration Form

Information about the CONFIDENTIAL DECLARATION FORM.
St Andrews Grammar has a zero tolerance for child abuse and is committed to keeping all children safe from harm. The School complies with all relevant child protection laws and regulations to maintain a child safe culture.

All volunteers and visitors are to be aware that the School carries out appropriate checks to ensure candidates are suitable for volunteering or visiting in a safe school environment. Please refer to our Staff Code of Conduct and Child Protection Policy and Programme on our website. www.sag.wa.edu.au.

What the form is about:
The Confidential Declaration Form is for persons who are not St. Andrew's Grammar School employees. St. Andrew's Grammar School requires Confidential Declaration Forms to be signed for performers/visiting troupes, parents who are assisting in the canteen, library, uniform store etc and for all volunteers. By completing this form, you are supporting the St. Andrew's Grammar School community's priority of ensuring a safe and secure environment for our students.

CONFIDENTIALITY
Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used without your consent for any purpose other than in relation to your entry onto the School premises.

The completed form will be treated with the utmost confidentiality at all times. Completed Declaration Forms are valid for twelve months. Thank you for taking the time to read this information.