



VOLUNTEERS & VISITORS

LAUNCHING PLACE POLICY

Rationale

Launching Place 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, 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 LPPS.

Aim

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

Implementation

School Protocols:

- Visitors are required to report to the School Administration 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 sign the 'Visitors' book 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 at the end of their visit to return their badge and to 'sign out' in the Visitors book.
- Visitors within the school who have failed to follow this process will be monitored and reminded to do so.
- 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 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.
- Parents who volunteer in classrooms or excursions/incursions do not require a Working With Children Check (WWCC) if their child is participating or ordinarily participates in the activity undertaken provided they are under the supervision of a teacher (refer *Working with Children Act 2005*).
- Other volunteers, such as grandparents, aunts, uncles are exempt from a WWCC provided they are under the supervision of a teacher. (refer *Working with Children Act 2005*).

Volunteers:

- Volunteers are required to sign the 'Visitors' book 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 at the end of their visit to return their badge and to 'sign out' in the Visitors book.

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 and 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, Assistant Principal or Teacher in Charge 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.

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 filling in an early leavers pass
- 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.

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.

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.
- 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.

NB: For the purpose of this policy, visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting students at the start or end of the school day.

Evaluation This policy will be reviewed by the school council at least every 5 years, or earlier in special circumstances.

Review Date : May, 2015.