



***Saint Monica's Primary School
Kangaroo Flat***

Volunteers & Visitors Policy

Vision Statement

The purpose of this Fee Policy is to ensure that Saint Monica's is a Catholic school that through judicious stewardship of resources remains a place where learning and teaching is a priority.

Child Safe Statement

Saint Monica's will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

Purpose:

To ensure the safety of all volunteers, visitors, students, staff and others at St Monica's Kangaroo Flat and to ensure volunteers do not injure themselves or others

Scope:

This procedure applies to visitors and volunteers to St Monica's Kangaroo Flat

Procedure:

Process	Methodology	Documentation
Working With Children (WWC) check	<p>A WWC check is required for all volunteers and visitors who work with children including carrying out the following activities:</p> <ul style="list-style-type: none"> • Excursions • In school activities • Non-teaching activities • Classroom assistance eg. reading • Sports activities • Camps • School functions for students • Canteen • Sports days or events 	<ul style="list-style-type: none"> • Personnel Training Register
	<p>Volunteers do not require a WWC check if their occupation exempts them from requiring a WWC check, eg. police, teachers. They must show evidence of their exemption.</p>	<ul style="list-style-type: none"> • Evidence documents
Sign in	<p>All volunteers and visitors who may be in the school unaccompanied will be required to fill in the Volunteer/Visitor/Contractor Sign In Booklet. This does not apply to simple deliveries or visitors who only come to the office.</p>	<ul style="list-style-type: none"> • Volunteer/Visitor/Contractor Sign In Booklet
	<p>Parent groups holding meetings in school hours need to write in the name of the group, location and time in and time out. Not all attendees are require to sign in.</p>	<ul style="list-style-type: none"> • Volunteer/Visitor/Contractor Sign In Booklet
Hazardous equipment and chemical use	<p>Contractors SHOULD be engaged for all works that is hazardous or involves the use of hazardous equipment or chemicals.</p>	<ul style="list-style-type: none"> • Contractor Approval Register
	<p>If volunteers are to be used, ONLY volunteers who are judged as experienced and skilled can use hazardous equipment during the carrying out of any works eg. ride-on mowers, whipper snippers.</p> <p>The following requirements are to be completed prior to works commencing;</p> <ul style="list-style-type: none"> • Volunteer is to provide information on their experience and skill in the 	<ul style="list-style-type: none"> • Visual check

Process	Methodology	Documentation
	<p>operation of the equipment (this should include observation of the volunteer operating equipment)</p> <ul style="list-style-type: none"> • Volunteer must read and sign the Safe Work Instruction for the equipment to be used • School must have Public Liability insurance that covers volunteers • Equipment must be in safe condition • Area of work must be clear of other people 	
Working Bees	Working bees will be only organised for non-hazardous works. This includes any work that DOES NOT involve the use of hazardous equipment, materials, chemicals, climbing heights and other hazardous work tasks.	<ul style="list-style-type: none"> • Working bee notices
Timing of work	Works should be timed to ensure that school staff, students and other people at the School are not exposed to any risk. This could be out of school hours, weekends or in school holidays	<ul style="list-style-type: none"> • Diary notes
	Urgent works that has to be done during school hours should have the works area barricaded off, students and staff alerted to stay clear of the works area and access of vehicles managed to prevent the risk of injury.	<ul style="list-style-type: none"> • Visual check
Volunteers in and around the school	All volunteers at Saint Monicas will follow the step laid out in the document "Steps for Volunteer Application Completion"	<ul style="list-style-type: none"> • Steps for Volunteer Application Completion document

Ratified: October 2016
 Minor Review: 2020
 Major Review: 2022