 **Volunteers and Visitors in Schools - Induction Information**

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| **Legislative and other Requirements** |
| **Volunteers and Visitors in Schools - Nomination Formhas been completed.**  Volunteers and visitors in schools must complete and submit a Volunteers and Visitors in Schools Nomination Form annually to ensure that information retained by schools is correct and up to date, the Working with Vulnerable People (WWVP) registration remains current for the duration of the activity, and as a regular reminder of the code of conduct and insurance arrangements.  Changes to a volunteer’s or visitor’s activities throughout the year may be annotated on the original nomination form or a new or additional form completed.  A Volunteers and Visitors in Schools Nomination Form is included in the Volunteers and Visitors pack.  The Nomination Form requires all volunteers and visitors to certify that they:   * have read the General Information included with the form; * have signed and agree to abide by the Volunteers and Visitors - Code of Conduct; * have read the Volunteers and Visitors - Insurance Arrangements; * understand you are required to sign in and out each time you visit the school, and to report any incidents or injuries; * understand that, if you are claiming an exemption of limited frequency under the WWVP Act*,* that you need to declare at each visit that they have not exceeded the thresholds of more than three days in the past 28 days, or seven days in the past 12 months; * are aware of the requirements for handling sensitive and/or personal information; and * are aware that they should inform the principal of any health or medical issues that might affect their capacity to undertake visiting or volunteering activities. |
| **Volunteers and Visitors Code of Conduct has been completed.**  To assist schools in providing a safe and positive educational environment, volunteers and visitors must agree to comply with the Volunteers and Visitors in Schools - Code of Conduct, which clarifies the conduct expected when participating in programs and activities supporting students in ACT public schools. A Volunteers and Visitors in Schools Code of Conduct is included in your Volunteers and Visitors pack. |
| **Insurance status has been clarified and sighted.**  Insurance arrangements and requirements for volunteers, visitors and volunteers through organisations are outlined in the Volunteers and Visitors in schools – Insurance Arrangements document (00023/11). Information about this is included in your Volunteer and Visitors pack. |
| **Working with Vulnerable People Conditions and Exemptions.**  The Working with Vulnerable People (Background Checking) Act 2011 (the Act) commenced on 7 Nov 2012. The Act aims to reduce the risk of harm or neglect to vulnerable people in the ACT. The Act requires people working or volunteering in 'Activities or Services for Children' and have contact with vulnerable people while engaging in regulated activities and services to register with Access Canberra.  The WWVP Act requires a person over the age of 16 years, whether paid or unpaid, who has contact with children and young people whilst engaging in a regulated activity to:   * + - * + be registered with Access Canberra, unless exempt under the provisions of the WWVP Act; and         + carry a valid Working with Vulnerable People (WWVP) registration card.   The school must confirm registration requirements and monitor compliance with the WWVP Act for volunteers and visitors in contact with students, for those persons not exempt from registration under the provisions of the WWVP Act.  Volunteers and visitors may claim ‘frequency exemption’ if not exceeding the permitted number of visits to schools in the statutory period (three days in the past 28 days, and seven days in the past 12-months). If claiming the ‘frequency exemption’ you must declare on each visit you have not exceeded the permitted number of visits to schools in the statutory period, noting that a day includes part of a day and that the exemption does not apply to overnight camps.  Working with Vulnerable People – Information for Volunteers and Visitors in Schools handout is available from the school front office or at <https://www.education.act.gov.au/working-with-us/working-with-vulnerable-people-registration>.  Further information about the Act and WWVP requirements can be found at <https://www.legislation.act.gov.au/a/2011-44/> |
| **Volunteer and Visitor Protocols** |
| **Role of volunteer/visitor defined.**  Chapman Primary School recognises the valuable contribution made by members of our community, on a voluntary basis, and the diversity of roles, in supporting our students and the school. Volunteers and visitors support the delivery of educational programs and other activities for students, including classroom learning, art and craft activities, sporting activities and sharing knowledge and experiences with our students. Volunteers and Visitors may also donate their time through our P&C Association, assisting in the canteen, uniform shop, book club, fundraising and working bees. Information about volunteer activities will be shared with you at the time. |
| **Volunteer or Visitor medical information**  All Volunteers accompanying students on excursions must complete an ACT Education Medical Information and Consent Form and have discussed the nature of activity in relation to any health or medical issues that may affect capacity to undertake the activity. |
| **Requirements for daily sign-in/out and wearing of identification.**  Volunteers and visitors must sign-in/out for each visit, recording the date, start and finish times and the tasks undertaken. Chapman Primary School has an electronic sign in system located at the front office.  All Volunteers and Visitors at Chapman Primary School must enter and exit the school via the front office sign in on arrival prior to proceeding to their destination or activity (including accompanying students on excursions), identify themselves (present WWVP registration card or other identification) and report to front office staff to be signed out before leaving the school. You will be given a Visitors sticker each time you visit which must be displayed for the entirety or your visit.  This allows the school the opportunity to monitor compliance with the WWVP Act and Emergency Evacuation Procedures.  **Chapman Preschool** has a Visitors and Volunteers sign-in and sign-out register and you must report to preschool staff before proceeding to work with students. |
| **Handling of sensitive and personal information.**  Volunteers and Visitors in Schools may at times gain information of a personal or sensitive nature about students, staff or parents and carers through participation as a volunteer or visitor. Due to the sensitivity of information held by the school, all information must be handled with care. Maintaining confidentiality in respect of all information gained requires additional caution in the way it is treated. Volunteers and visitors must not discuss nor disclose any information about students, staff or parents and carers with others.  The Volunteers and Visitors in Schools Code of Conduct includes an agreement to maintain confidentiality in respect of all information gained through participation as a volunteer or visitor. |

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| **Supervision requirements**   * + 1. Volunteers and visitors are asked to apply for a WWVP card and carry this while participating in volunteer and visitor activities.  1. Volunteers and visitors who do not hold a WWVP card in circumstances where they are exempt or awaiting a decision on their WWVP application must be directly supervised by a school staff member. 2. Volunteers and visitors who are under 18 years of age must be directly supervised by a school staff member, regardless of whether they hold a WWVP card. 3. Volunteers and visitors attending school camps must hold a current WWVP card without exception. |
| **Emergency and Incident Procedures** |
| **Requirements for reporting incidents and injuries.**  Chapman Primary School has policy and procedures in place to report incidents and injuries that occur in the school or while on an excursion outside of the school involving our staff, students, visitors and volunteers.  If you are, or you witness a student or other adult involved in an incident or sustain an injury while participating in an activity please report this to the teacher directly supervising your activity, or speak with front office staff, executive, Deputy Principal or the Principal as soon as possible to ensure the school is able to meet these requirements. |
| **Protocols for responding to emergencies.**  In the event of an emergency arising while you are participating in a volunteer or visitor activity, please follow all instructions given by the supervising teachers, other school staff or emergency personnel in attendance. |
| **Relevant emergency and incident guidelines.**  In the event of an evacuation procedure from the school buildings please proceed to our assembly area on the junior oval closest to Streeton Drive as directed by the staff member supervising the activity, other staff members or emergency personnel, calmly and quickly. We ask that you do not leave the grounds until you are authorised to do so as we are required to account for all persons in our school in these instances. In the event of an emergency evacuation at an excursion venue please follow all instructions given to or by our staff and remain with your group. |
| **Contact information**.  All staff can be contacted through the school front office, in person, by telephone on 6142 2400 or via email at [Chapmanps.info@ed.act.edu.au](mailto:Chapmanps.info@ed.act.edu.au). |
| **Useful protocols** |
| **Procedure for entering and exiting the school.**  Entry and exit to and from the school must be via the school front office. Please notify front office staff of your arrival and departure. You may also be asked for identification upon arrival. |
| **Procedure for maintaining safety and security.**  Volunteers and Visitor are asked to follow all instruction and directions from staff to maintain the safety of students and the security procedures which are in place to safeguard the buildings and environment. Should there be a need for volunteers or visitors to have the use of school keys, these will be provided with instruction from the Business Manager. |
| **Guidelines for access to school resources or storage of own resources**.  Access to school resources will be provided by supervising teachers in relation to the activity. We do not provide storage facilities for personal resources. |

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| **Guidelines for appropriate interaction with students**.  To assist schools in providing a safe and positive educational environment, volunteers and visitors must comply with the *Code of Conduct,* which clarifies the conduct expected from volunteers and visitors when participating in programs and activities supporting students in Chapman Primary School. Further guidance is available by speaking with the teacher or staff member in charge of the activity. |
| **Guidelines for use of building facilities, equipment and telephones**.  The use of building facilities, equipment and telephones while volunteering at or visiting Chapman Primary School should be discussed with the teacher supervising the activity, or the Business Manager where applicable. |
| **Guidelines for use of parking facilities**.  A limited number of parking spaces are available in the school carpark on Perry Drive. Parking is available in the streets around the school. Please park in designated parking areas and obey all school and ACT road signage. Please do not park and leave your car unattended in the drop-off and pickup zone in the Perry Drive Carpark. |
| **Processes for volunteers and visitors to be aware of.** |
| **Relevant policies, guidelines and school-based arrangements.**   * Volunteers and Visitors in Schools Policy * Children and Young People Act 2008 * Ombudsman Act 1989 * Work Health and Safety Act 2011 * Child Protection and Reporting Child Abuse and Neglect Policy * Reportable Conduct Scheme Policy * Privacy Policy * Records Management Policy |
| **Mandatory reporting requirements of school staff.**  Mandatory reporting is a legal requirement for certain professionals if through the course of their work (paid or unpaid), they believe on reasonable grounds a child may be or has been sexually abused, or experiencing or has experienced non-accidental physical injury (physical abuse). Please speak with the teacher in charge of the activity or the Principal if you have any concerns. |
| **Site specific reportable conduct reporting requirements.**  Organisations must report allegations of reportable conduct by an employee or volunteer, including ill-treatment of a child (such as emotional abuse or use of force). |
| **Site specific workplace health and safety reporting requirements.**  Please address all questions or concerns about specific workplace health and safety concerns to the Business Manager or front office staff. |
| **Relevant lines of authority and assistance.**  Duty of care is the responsibility to exercise reasonable care to protect the safety of students against injury that should reasonably have been foreseen. This duty exists whenever a student/teacher relationship exists, while students are on school premises during hours when the school is open, and while on school-based activities taking place elsewhere. Volunteers and visitors should follow the guidance and instruction from the teacher or supervisor in charge of the activity. |