June 2023

Dear Volunteer or Visitor,

**Volunteers and Visitors in Schools**

Thank you for choosing to share your time as a Volunteer and Visitor in our school. Your contribution is greatly valued and welcomed, and we appreciate the support you provide to our school, our students our learning programs and our staff.

ACT Public schools provide a framework for students to learn in a safe and positive educational environment. The duty of care owed to students in schools requires that all persons working with students, including visitors, promote a safe environment and a positive educational climate.

To support these requirements, we ask that you read the information provided in this pack to ensure you are aware of the procedures in place at Chapman Primary to continue to work together in providing a safe and positive environment.

This pack includes information about:

* Chapman Primary School Volunteers and Visitors in Schools Procedures
* Legislative requirements including Volunteers and Visitors in Schools Nomination Form, Code of Conduct for Volunteers and Visitors and Insurance Arrangements.
* Working with Vulnerable People - Registration requirements.
* Daily sign in and sign out procedures.
* Privacy, Confidentiality and handling sensitive and personal information.
* Information about our school site and facilities and Induction requirements.
* Relevant Policy, guidelines and school-based arrangements such as Emergency and Incident Procedures.
* How, when and where you may wish to volunteer in other areas of our school.

Once you have read this information and completed the attached forms, please hand them in to the front office and present your Working with Vulnerable Peoples card or alternative identification on or before your first volunteer visit to the school.

Yours sincerely

James M. Barnett  
Principal