Arts ACT-cover background.jpgChapman Primary School Volunteers and Visitors in Schools Procedure Dated: 05/06/2023.

**Chapman Primary School**

**VOLUNTEERS AND VISITORS IN SCHOOLS: procedure**

These procedures must be read in conjunction with the[*Volunteers and Visitors in Schools Policy*](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/child-protection/volunteers-and-visitors-in-schools-policy/volunteers-and-visitors-in-schools-policy)*.*

1. Overview
   1. These procedures assist Chapman Primary School in supporting and supervising volunteers and visitors in accordance with the *Volunteers and Visitors in Schools Policy* (00036/1).
2. Rationale
   1. The procedures aim to support the valued involvement of volunteers and visitors in Chapman Primary School, whilst minimising risk to students and ensuring compliance with the [*Working with Vulnerable People (Background Checking) Act 2011*](https://www.legislation.act.gov.au/a/2011-44/) (the WWVP Act).
3. Procedures
   1. Support for volunteers and visitors

* Chapman Primary School’s Volunteers and Visitors in Schools: Action Plan outlines the steps the school will take to recruit, inform and support Volunteers and Visitors to participate in classroom learning programs, sports activities, activities which take place outside of the school site such as excursions and other activities where the use of volunteers and visitors offers support for students, staff and the school.
* Chapman Primary School offers information about the Volunteers and Visitors in Schools program to community through:
  + Volunteers and Visitors in Schools Information Packs.
  + Parent, carer and community information sessions.
  + Parent Information Handbooks.
  + Chapman Primary School Website.
  + The school newsletter, the Communicator.
  + At School P&C and Board meetings.
* Chapman Primary School has information available for Volunteers and Visitors in Schools including:
  + Chapman Primary School Procedures.
  + Induction Information, outlining school policy, procedures, protocols and practices.
  + Insurance Arrangements.
  + The rights and responsibilities including for volunteers and visitors working with children as they relate to child safety and wellbeing.
* Working with Vulnerable People Information including the requirements for WWVP registration and circumstances for exemption, or while awaiting a decision on their WWVP application.
* Chapman Primary School requires all volunteers and visitors to complete a Nomination pack including:
  + Volunteers and Visitors in Schools: Nomination Form
  + Volunteers and Visitors in Schools: Code of Conduct Agreement
* Chapman Primary School has will induct all volunteers and visitors prior to their first visit and annually thereafter, by providing comprehensive induction information and will complete a Volunteers and Visitors in Schools Induction Checklist. The Induction Checklist will be retained together with completed Nomination and Code of Conduct forms.
  1. Principal/supervisor responsibilities
* The principal/supervisor (teacher in charge of an activity) will provide volunteers and visitors with clear information about their roles and responsibilities in relation to the activity they will be participating in.
* The principal may decline/discontinue the services of a volunteer or visitor.
* Where a contractual or other form of agreement is in place for a visitor, the terms of the agreement will also be relevant.
* Directorate staff must comply with requirements arising from the [National Child Safe Principles,](https://childsafe.humanrights.gov.au/national-principles/about-national-principles)  [*Reportable Conduct and Information Sharing Amendment Act 2016*](https://www.legislation.act.gov.au/View/a/2016-39/20160818-64491/PDF/2016-39.PDF) and [*Work, Health and Safety Act 2011*](https://www.legislation.act.gov.au/View/a/2011-35/current/PDF/2011-35.PDF)and must be aware of related Directorate policies and procedures. Schools should make volunteers and visitors aware of these responsibilities and reporting procedures.
  1. Code of conduct for volunteers and visitors
* To assist Chapman Primary School to provide a safe and positive educational environment for students and staff, volunteers, visitors and volunteers through an organisation must comply with the [*Volunteers and Visitors*](http://www.det.act.gov.au/__data/assets/pdf_file/0005/509486/Code-of-Conduct-Volunteers.pdf) *in Schools– Code of Conduct.*
* Chapman Primary School staff will monitor volunteers and visitor’s compliance against the code of conduct. The school will follow Reportable Conduct and Mandatory Reporting processes where applicable.
  1. Working with Vulnerable People – Registration requirements
* Chapman Primary School staff will 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.
* Information for volunteers and visitors about the registration requirements is provided in the *Volunteers and Visitors - Nomination Form* (the Nomination Form).
* In general, 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.
* Regulated activities include child education services, childcare services, child accommodation, counselling and support services for children, and commercial services for children.
* All volunteers and visitors taking part in an overnight camp with children and young people must hold and carry a current WWVP registration card. No exemptions apply for this type of activity.
* Where a volunteer or visitor is not required to be registered to work with children and young people by reason of an exemption under the WWVP Act, they must consider whether there are any serious convictions, circumstances or reasons that might preclude them from working with or near children. They must discuss these with the principal before signing the Nomination Form.
* More information about working with vulnerable people is available from [Access Canberra](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration).
  1. Volunteer and Visitor Nomination Forms
* The Nomination Form:
  + must be completed before activities may commence *(Note: where necessary, schools will provide assistance to complete this form)*;
  + includes information about volunteering and visiting in schools;
  + must be resubmitted annually; and
  + must be updated if personal details change.
* Schools will securely store all Nomination Forms in accordance with the Directorate’s [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy), school-based arrangements and provisions of the *[Information Privacy Act 2014](https://www.legislation.act.gov.au/a/2014-24/)*.
  1. Daily Sign-In/Out Requirements
* Volunteers and visitors must sign in/out for each visit, recording the date, start and finish times and the tasks undertaken by a volunteer or visitor.
  + Chapman Primary School uses an electronic sign/in system which allows volunteers and visitors to estimate a time of departure. All Volunteers and Visitors must notify administration staff at their departure to have the actual time of departure entered.
* Chapman Primary School will issue volunteers or visitors with an identification sticker which must be worn for the time of the visit and can be discarded at departure.
* Volunteers and visitors assisting with excursions, sport carnivals, camps and other activities which occur away from the school campus must complete the necessary paperwork and induction processes prior to the date of the activity. Volunteers and Visitors should follow all sign-in/out requirements at the school prior to departing for the activity or in instances where they are meeting the group at a venue, they must report to the teacher in charge to enable sign in/out requirements to be met.
* Chapman Primary School will securely store all daily sign in/out forms in accordance with the Directorate’s [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy), school-based arrangements and provisions of the [*Information Privacy Act 2014*](https://www.legislation.act.gov.au/a/2014-24/).
  1. Insurance Arrangements
* The ACT government purchases insurance for all activities undertaken by its entities. There is protection for volunteers who may accidentally incur legal liability for third party injury and/or damage to third party property. Refer (*Volunteers and Visitors in Schools - Insurance Arrangements* (the Insurance Arrangements) guide).
* Different insurance arrangements apply to visitors and volunteers engaged through an organisation who are not covered by the Directorate’s volunteer insurance arrangements. Refer (*Volunteers and Visitors in Schools - Insurance Arrangements* (the Insurance Arrangements) guide).
  1. Privacy
* Directorate staff have obligations and responsibilities under legislation including the [*Information Privacy Act 2014*](http://www.legislation.act.gov.au/a/2014-24/default.asp) and the [*Health Records (Privacy and Access) Act 1997*](https://www.legislation.act.gov.au/View/a/1997-125/current/PDF/1997-125.PDF). These Acts contain principles governing the collection, safeguarding, access to, use and disclosure of personal information and personal health information. Schools should make volunteers and visitors aware of the Directorate’s [Privacy Policy](https://www.education.act.gov.au/publications_and_policies/policies).

1. Contact
   1. For support contact the Governance Branch by email [EDUGovernance@act.gov.au](mailto:EDUGovernance@act.gov.au)
2. References
   1. **Definitions**
      1. A **child:** is a person who is under 12 years of age ([*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/)*)*. (Also refer definition of young person.)
      2. **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.
      3. A **parent:** is a person having parental responsibility for the child under the [*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/) including a carer appointed under that Act.
      4. **Reportable Conduct:** broadly covers allegations or convictions of child abuse or misconduct towards children and young people. It ensures that allegations and convictions against employees (including volunteers and visitors) related to abuse or misconduct towards children are identified and acted upon.
      5. A **supervisor:** is a school staff member delegated by the principal to be responsible for educational programs or related activities.
      6. A **visitor:** is a person who provides services directly to students or in support of students through a sponsoring or employing organisation or are self-employed. In some cases, services or activities by visitors will be underpinned by a contractual arrangement or other appropriate agreement.[[1]](#footnote-1)
      7. A **volunteer:** is a person who provides services directly to students or in support of students without financial gain or reward as organised by the school. They volunteer directly to a school as individuals. Parents and Citizens Association members who volunteer directly to the school as individuals (not on behalf of the school’s Parents and Citizens Association or any other organisation) are considered volunteers.1 School board members are also considered to be volunteers.
      8. A **volunteer through an organisation** is a person who provides services to students through a volunteer organisation or association, as organised by the organisation or association. In some cases, these services or activities will be underpinned by a contractual arrangement or other appropriate agreement.1
      9. A **young person:** is a person 12 years old or older but is not yet an adult. ([*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/))
   2. **Related Policies and Documents**

*Volunteers and Visitors in Schools – Implementation Documents*

* Volunteers and Visitors in Schools - Policy
* Volunteers and Visitors in Schools - Nomination Form
* Volunteers and Visitors in Schools - Code of Conduct
* Volunteers and Visitors in Schools - Insurance Arrangements
* Volunteers and Visitors in Schools - Guidelines for Principals and Staff

*Other Policies and Information Sources*

* [Child Protection and Reporting Child Abuse and Neglect Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/child-protection-and-reporting-child-abuse-and-neglect-policy)
* [Privacy Policy](https://www.education.act.gov.au/publications_and_policies/policies)
* [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy)
* [Reportable Conduct](https://www.education.act.gov.au/about-us/reportable-conduct-scheme) Scheme

1. Where the Volunteers and Visitor Policy states ‘volunteers and visitors’ it is inclusive of volunteers, visitors and volunteers through an organisation. [↑](#footnote-ref-1)