

Visitor, Volunteers and Contractor Management Policy

1. Purpose

Firbank Grammar School acknowledges the considerable contribution made to our school by all members of our school community, including:

- Volunteers
- Visitors
- Contractors

Whether working with our students or providing other services for the School, FGS is committed to ensuring that all who engage with our operations, paid or unpaid, are provided with a safe working environment, receive appropriate induction and training, and are appropriately screened to ensure a child safe environment.

2. Scope

This policy applies to all people who are not students or staff of FGS, and are:

- attending any of the school's campuses
- Assisting with school business on or off campus
- Participating in a paid or unpaid capacity

3. Policy

Firbank Grammar School delivers a wide range of opportunities to our students, which often are enriched through the contribution of volunteers, visitors and contractors (VVC).

It is our policy to:

- welcome the involvement of community members in providing assistance within the School, both paid and unpaid.
- provide all VVC with a safe working environment.
- publicize VVC opportunities throughout the wider School community so as to provide all interested people with the opportunity to volunteer
- ensure that the contribution of VVC aligns with the School's vision and mission
- provide appropriate support and/or instruction to VVC to help them carry out their tasks at the School
- meet the requirements of all relevant legislation, particularly legislation that pertains to matters of work health and safety and child safety
- publicly recognise the contribution of volunteers within the School.
- activities involving VVC will be subject to the same process of risk assessment and management undertaken in relation to activities involving employees
- the School will take all reasonable steps to eliminate or minimise the risks to health and safety to which VVC may be exposed
- VVC will not be expected to take primary responsibilities for activities with significant foreseeable risks

- VVC will be provided with safety inductions (as appropriate) covering identified hazards, safe work procedures, emergency procedures including first aid, and procedures for notifying college of hazards, incidents, and injuries
- VVC be provided with the appropriate training and may be provided appropriate PPE depending on the nature of the task. For external contractors PPE will need to be supplied by them;
- a nominated supervisor for each VVC, as the main contact point for guidance, queries and feedback
- Comply with the school Child Safe and Wellbeing Policy in relation to Direct or Indirect contact with students, including but not limited to requirements around Worker Screening. The distinction between the two types of activities is important as it determines the level of screening, induction and supervision that is required to be undertaken by the School as part of the Child Safety Program.
- All VVC engaged in school activities are required to follow any mandated guidelines in relation to COVID-19 or other illnesses

The School will at minimum maintain the following records:

- a copy of the VVC's Working with Children Check (if applicable) and any other background checks required by our Child Safety Program
- the name of the VVC's supervising staff member
- a copy of any complaints that have been raised against the VVC
- the work undertaken (if applicable) by the VVC including details of any unscheduled activities and off-site excursions.

4. Definitions

- Contractor:** On occasion it may be necessary for Firbank Grammar to engage outside independent contractors to perform specific tasks. An independent contractor is not employees of Firbank Grammar. They in fact run their own businesses and invoice Firbank Grammar for the services they provide.
- WC:** Volunteer, Visitor or Contractor – an abbreviation used for the ease of use in this policy.
- Volunteer:** A volunteer is a person who works without payment or financial reward for Firbank Grammar School. Volunteers may be members of the parent/carer body, from the wider School or local community. When considering the role of volunteers in the School we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students.
- Visitors:** Visitors are all persons on School grounds, other than current students and employees of the School who have a good cause to be there. Typical visitors to the School include members of the wider School community, prospective parents, prospective employees, volunteers, contractors, invited speakers and representatives of community, business and service groups.

If any person (whether or not originally a legitimate visitor) displays behavior that indicates an intent to use physical force or power, threatened or actual, against a person, that either results in or has a high likelihood of resulting in either physical or psychological harm, that

person shall be treated as a violent intruder and will be managed through our Emergency Response Procedures.

5. Relevant Legislation

- a. Education and training reform Act 2006 (Vic)
- b. Occupational Health and Safety (OHS) laws and regulations
- c. Work Safe Policies
- d. Emergency Response Procedures
- e. Worker Screening Act 2020 (Vic)

6. Roles and Responsibilities

a. **Principal:**

Ensuring appropriate arrangements are made to ensure Visitors, Volunteers and Contractors are appropriately engaged, inducted, and supported.

b. **All Staff must:**

- not permit a VVC to perform any activities unless the VVC has been approved in accordance with the procedures set out in this Policy and our Working with Children Checks Policy
- Comply with Staff and Student professional Boundaries Policy

c. **Volunteers**

Volunteers must:

- sign in at reception upon arrival.
- carry out tasks in a manner consistent with School expectations, including the maintenance of a professional, cooperative and confidential working environment.
- take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others.
- carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake.
- cooperate with the relevant policies, procedures and instructions given by the School.
- refer all student concerns or behavioural issues to the School
- notify the School as early as possible if they are unable to fulfil their volunteer commitment
- report all workplace safety incidents or injuries to the School.

Volunteers must not:

- work unsupervised with students unless they have been screened in accordance with our Child Safe Policy
- be involved in toileting students or assisting with change rooms/first aid

d. **Visitors:**

- Sign in at reception upon arrival.

- Ensure Visitors only come on to the school grounds if you have a good reason to be there.
- Take reasonable steps to ensure your own safety
- Follow policies, procedures and direction as appropriate from FGS staff.
- Behaviour must be in line with School expectations and codes of conduct.

e. Contractors:

Firbank Grammar should obtain the following documentation before the commencement of work by a contractor:

- An executed agreement that specifies mutual obligations with respect to Occupational Health and Safety and Workers Compensation insurance;
- Copies of any relevant licences/qualifications, which may include labour hire, trade and asbestos removal licences;
- Copies of any safe work method statements where relevant; and
- Copies of workers compensation insurances.
- Provide evidence contractor has signed in at reception upon arrival.

f. Students and Families:

Encouraged to actively participate in all facets of the school community through volunteering, visiting or contracting to the school.

7. Related Policies and Procedures

- a. Staff and Student professional Boundaries Policy
- b. Child Safe and Wellbeing Policy
- c. Emergency Response Documents
- d. Child Safe Code of Conduct

8. Feedback / Enquiries

The school community may provide feedback on this document by emailing:
jwilliams@firbank.vic.edu.au

9. Approvals

- a. **Approved by:** Jenny Williams, Principal.
- b. **Date:** May 2023
- c. **Next Review date:** March 2025