

Visitor, Volunteer and Contractor Management Policy

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, Firbank Grammar 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.

NOTE: All references to the school or Firbank Grammar in this policy includes the Boarding Premises.

Scope

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

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

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 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.
- It is a requirement that all adults who come onsite at any of our 3 campuses, or come into contact with our students and staff through any extracurricular activities, are required to be double vaccinated for COVID-19. All adults must provide evidence upon request from the school to demonstrate their vaccination status. Failure to provide evidence will result in denial of permission to engage in activities with our school campus, students and or staff. Unless appropriate medical exemption can be shown, the School reserves the right at its absolute discretion to accept or reject such exemptions
- All VVC engaged in school activities are required to follow all current guidelines in relation to COVID-19, in relation to vaccination, social distancing, wearing of masks, hygiene, QR Check-in, etc
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The School will 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.

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.
- VVC:** Volunteer, Visitor or Contractor – an abbreviation used for the ease of use in this policy.

- c. **Volunteer:** A volunteer is a person who works without payment or financial reward for Firbank Grammar School.
- d. **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.

Relevant Legislation

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

Working with Children Clearance

Working with Students

Firbank Grammar values the many volunteers that assist in providing a variety of services and support for our school community. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005 (Vic)* and the Child Safe Standards we will undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

A Working With Children register will be maintained by the School.

Considering our legal obligations, and our commitment to ensuring that Firbank Grammar is a child safe environment, we will require all volunteers to obtain a WWC clearance and produce their valid card, to staff at reception on arrival:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC clearance if they are engaged in child-related work regardless of whether they are being supervised.

- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non-child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for maintenance, working bees, parents and friends club coordination, during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Firbank Grammar reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for the activity or circumstance.

Roles and Responsibilities

The Principal, Head of Campus or nominee will ensure appropriate arrangements are made to ensure Visitors, Volunteers and Contractors are appropriately engaged, inducted, and supported.

Firbank Grammar will:

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

Students and Families

Our Students and their Families are encouraged to actively participate in all facets of the school community through volunteering, visiting or contracting to the school.

Volunteers

Volunteer workers will be expected to comply with any reasonable direction of the Principal, Head of Campus, or their nominee. This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy and Child Safety Code of Conduct.

Volunteer workers will also be expected to act consistently in line with all other school training and policies, to the extent that they apply to volunteer workers, including policies relating to Staff and Student Professional Boundaries Policy and Guidelines.

The principal or Head of Campus has the discretion to decide about the ongoing suitability of a volunteer worker and may determine at any time whether a person is suitable to volunteer at Firbank Grammar.

All volunteers will be provided induction training in relation to Firbank Grammar's child safety policies and Code of Conduct, including Equity and Diversity and cultural awareness. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers must be aware of and comply with.

Volunteers must:

- sign in at reception upon arrival.
- Present a valid working with children clearance (volunteer or employee card) prior to commencement of work
- 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 including record keeping and reporting obligation requirements.
- 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.
- report any child safety concerns immediately via the School's Child Safety and Wellbeing complaints process

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

Visitors

All visitors to Firbank Grammar are required to report to reception on arrival.

Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in the sign in kiosk.
- Remain in the company of the staff member you are visiting, except if you are a service provider who provided evidence of your WWC.
- Follow instruction from school staff and abide by all relevant school policies relating to appropriate conduct on school grounds. e.g. Child Safety Code of Conduct, Respect for School Staff, Statement of Values and School Philosophy etc] as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying Policy
- Return to reception upon departure and sign out on the kiosk
- Take reasonable steps to ensure safety
- Follow policies, procedures and direction as appropriate.
- Behaviour must be in line with School expectations and codes of conduct.

The School will:

- Ensure Visitors only come on to the school grounds if you have a good reason to be there.
- Have our school's Child Safety Policy and Code of Conduct available and visible to visitors when they sign in.

Third Party Contractors

Where works or services are identified that cannot be completed by a school employee, a contractor may be engaged.

All contractors to Firbank Grammar must participate in the Contractor induction process with the Head of Maintenance or delegated person prior to working onsite at the School.

As part of the contractor's induction process, all contractors, their employees, and sub-contractors prior to the commencement of any works or services, are to report to the main reception or maintenance office upon arrival at the school.

Firbank Grammar must receive 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;
- Working with Children clearance for each employee that will be engaged in work with Firbank Grammar

- 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 and Public Liability Insurance.

Induction and Training

All Volunteers and Contractors must participate in the following induction training programs prior to their commencement at Firbank Grammar:

- OHS Site induction
- Emergency Management Induction
- Child Safety and Wellbeing Training

Related Policies and Procedures

By engaging with Firbank Grammar School all visitor, volunteer and contractors agree to comply with all School Policies including:

Staff and Student professional Boundaries Policy
Child Safety and Wellbeing Policy
Emergency Response Documents
Child Safety Code of Conduct

These policies will be provided to individuals on commencement of any agreements made or on the first day onsite.

Feedback / Enquiries

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

Approvals

- e. **Approved by:** Jenny Williams, Principal.
- f. **Date:** October 2021
- g. **Next Review date:** March 2024