



SACRED HEART VOLUNTEER POLICY

SACRED HEART SCHOOL IS A CHILD SAFE SCHOOL

Rationale:

Sacred Heart School seeks to provide an open and friendly learning environment, which values and actively encourages volunteers to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages volunteers, whilst not compromising the open and inviting nature of our school.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Volunteers will be required to enter through the security system by buzzing the office and waiting for the gate to be released.
- All volunteers will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to register their arrival at, and departure from the school, including recording the purpose of the visit. They will be assigned a "Visitors" badge which they must wear at all times whilst on school grounds.
- Comfortable, and when necessary, private waiting and interviewing spaces will be made available.
- Visitors will be made aware of any construction works etc. that may impact upon their safety or comfort.
- In accordance with Child Safe Standard 4 and clause 10 of Ministerial Order No. 870, the following process is undertaken when accepting volunteers
 - An outline describing duties required to be undertaken by the volunteer is provided.
 - A Volunteer application form is provided.
 - An interview with the Principal/Deputy Principal will be conducted.
 - Referee checks will be conducted
 - Relevant documentation will be sighted and copies held at the office.
 - A decision will be made and the applicant notified

Volunteers who undertake help in classrooms, or assist with excursions, incursions etc. are required to hold a current Working With Children Check (WWCC) card which must be presented to the office for verification and copying. Where work undertaken by helpers may require the helper to be out of sight of a teacher a Police check is necessary. All volunteers must have returned a signed Volunteers Responsibility Agreement.

- Approved companies or outside agencies e.g. Australian Boys' Choir, CSIRO may be invited/permitted to work with students. In cases such as these Sacred Heart staff will remain present with the students.
- Outside agencies/companies are required to provide evidence of a current WWCC and/or National Police Check if deemed appropriate.
- Processes for managing and monitoring visitors will be advertised regularly in the school newsletter and signage will direct visitors to the general office.
- Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit, any potential visitor from entering or remaining on the school premises, and also has the authority to invite/exclude people onto/from the school property outside of school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

It is our goal to provide comparable educational experiences for all students, those with a disability and those for whom there is not a diagnosis.

Reasonable adjustments which balance the interests of all parties affected will be implemented.

Judgements about what is reasonable may change over time.