



Safe and Supportive Environment Visitor Policy

Overview

The Anglican School Googong (the School) understands the need for a range of people to visit the School and its responsibility to ensure the safety of students, staff and visitors while they are at the School. It also seeks to ensure that all people on the School premises are known to the School and have a legitimate reason to be there.

Objective

The aim of this policy is to detail the measures to be taken to help ensure the safety of visitors and to assist visitors in supporting the safety of staff and students. This is vital in protecting students from unwanted or inappropriate contact.

A number of measures exist to ensure that the presence of visitors to the School is appropriately registered and that they have adequate information and/or escort to ensure their safety. This Policy references a number of other Policies which seek to satisfy the School's WHS and Working with Children responsibilities in relation to visitors to the School.

Last Reviewed – by Merryn Clarksmith March 2019

Volunteers and Visitors

We appreciate the support that many of our parents and members of the wider community provide in the education of the children. As a school we are committed to safeguarding and meeting the needs of the children. To assist in visitor's to the school understanding this, reference should be made to the Child Protection and Advice for Volunteers and Regular Visitors leaflet.

To ensure the safety of all children in our care we require all those visiting the School to sign in at Reception in the building on Gorman Drive upon arrival. This includes those who regularly assist with class activities. Once signed in visitors will be issued with a lanyard indicating that you are a volunteer or a visitor which must be worn at all times.

The 'volunteer' lanyard indicates that the person has a current Working with Children Check and it is this lanyard which must be worn by any adult assisting with any close contact with students. Once visitors have finished they are asked to sign out at Reception and return the lanyard.

Working with Children Check and Declaration

The Child Protection (Working with Children) Act 2012 requires people who have contact with children while engaging in regulated activities and services to register with the Commission for Children and Young People (CCYP). The requirement means that such people need to hold a Working with Children (WWC) clearance which is to be provided to the school.

In order to assist within the educational elements of school life we require volunteers to provide the school with their WWC clearance number as we maintain a register of all employees and volunteers. If teachers anticipate having parents assist in the areas listed below they will need to have a WWC clearance:

- Assisting in activities within the classroom

- Working with small groups of students such as reading groups
- Assisting with excursions and the swimming program
- Any other activity requiring close contact with students.

The relevant information can be obtained and an application made at:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

As a volunteer, there is no cost involved; it is a matter of completing and submitting the form. The school will maintain a record of all WWC clearances for those people who require a WWC check in both the school's administrative database and the NSW Working with Children Register. Teachers will have access to the list of parents and volunteers who have registered.

Once volunteers have completed the relevant application and have received their WWC clearance number they need to provide this along with the completed [Working With Children Declaration](#) to the school Reception in person along with photo ID.

All of this information is stored in Synergetic and a 'master' list of all people with a WWC check is available from Reception. Parents who have both a Working With Children Clearance and a completed Working With Children Declaration will have the full WWC number next to their name with the end being 'WWCD'.

Responsibilities

This Policy is applicable to all staff, students and visitors at the School.

The staff member organising the visiting teacher, tutor, coach etc, is to provide the visiting professional with the School's Visitor policy ahead of time, so that the required details are prepared ahead of time and provided to Reception upon arrival.

Any person working in the school is obliged to follow this policy and provide WWC documentation. This includes peripatetic staff, tutors, specialists, sport coaches and other professionals who visit the school to deliver educational services.

Peripatetic employees and contractors are to provide their WWC details to Reception upon arrival, prior to working with students. All returning visitors are required to sign in and out through Reception each time they attend the school.

Whilst the Principal has overarching responsibility for this policy document, the following are also responsible for monitoring this document in relation to their roles and responsibilities and for ensuring that it is updated as required.

- **Office Administrator**
- **Office Assistant**
- **Head of Junior School**
- **Head of Senior School**
- **Co-ordinator of Administration and Pastoral Care**

Definitions

'**Staff**' refers to all teaching, support and other staff members, collectively or individually depending on context. For the sake of brevity and as in common spoken parlance, the word 'staff' is generally used throughout this and related documents in place of 'staff members'.

'**Visitor**' refers to any person who attends the School and who is not a student or staff member.

'**Volunteer**' refers to any person who has been recognised and accepted by the School as being available and able to assist with a specific activity or activities.'

Related School Policies

Please note that there are a number of other School policies of which you need to be aware and understand including (but not limited to):

- a) **Emergency Plan**;
- b) **Evacuation Procedure**;
- c) **Lockdown Procedure**;
- d) **WHS Policy**.

Please also refer to the Child Protection – Record of Disclosure – Visitor or Volunteer form and the Visitor and Volunteer information leaflet.