



## Visitors and Volunteers Policy and Trespass Guidelines

### 1. Introduction / Rationale

- 1.1 This Policy has been formulated in order to ensure that children in this school are safe from any irresponsible actions of visitors or volunteers who may not be aware of normal school procedures and policies. It also acts to ensure the safe, fair and welcoming treatment of visitors and volunteers in the school. A clear process helps the teacher to receive visitors and volunteers into their class with knowledge and forethought so that the needs of the child can be met.
- 1.2 The school aims to implement the National Safe Schools Framework which promotes a supportive school in which all students can expect to feel safe. The framework presents a way of achieving a shared vision of physical and emotional safety and well being for all students in our school. It encourages all members of the school community to:
- Value diversity;
  - Contribute positively to the safety and well being of themselves and others;
  - Act independently, justly, cooperatively and responsibly;
  - Contribute to the implementation of appropriate strategies to create and maintain a safe and supportive school.
- 1.3 Emergency Management procedures should include ensuring that all known visitors and volunteers on the school site are informed of the designated evacuation areas and included in any emergency procedures.
- 1.4 Blue Mountains Steiner School seeks not to discriminate in any way towards visitors and volunteers on the basis of religious or spiritual beliefs, race or gender or people of varying abilities.

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## 2. Visitors “SIGN IN” and “SIGN OUT” Procedure

**Applicable for visitors to the school grounds and buildings (including Playgroup)**

- 2.1 During normal office and school hours all visitors to the School should **report to the main administrative office** and “sign in” and report in the VISITORS BOOK;
- (i) Their name
  - (ii) reason for visiting the school
  - (iii) expected duration of the visit and
  - (iv) with whom they are in contact as their mentor/guide for the duration of their visit.
  - (v) an emergency contact detail
- At the end of their visit they should “sign out”.
- 2.2 A “visitor” does not mean a parent or guardian who is dropping off or picking up a child or children from the school or attending a school meeting or school function but does include:
- ❖ Invited speakers or tutors
  - ❖ Visiting schools; students and their supervisors
  - ❖ Suppliers and deliveries of school purchases
  - ❖ Sales representatives
  - ❖ Volunteers or visitors participating in classroom activities (the school craft or reading programmes for example), library or shop, parent committee meetings at school, etc.
  - ❖ Trades people carrying out approved works
- 2.3 Supervisors of visiting school students should notify their students of the general expectations of behaviour and basis of our school rules to ensure the comfort and safety of both the visiting students and our students.
- 2.4 Any staff members noticing a visitor to the school after office hours is asked to attend to the visitors enquiry and/or if necessary refer them to contact the office during office hours.

## 3. Procedures for Volunteers

3.1 Volunteers may be parents or friends of the school community undertaking either a one-off task or ongoing or regular tasks in the school. Eg. Craft helpers, reading parents, maintenance tasks in the yard etc...

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3.2 The relevant staff member who is coordinating each volunteer in the school should inform the office of the volunteer's attendance and tasks. The volunteer should **sign in and out of the Visitor's Book**.

3.3 Volunteers are required to sign a declaration and may be required by the school to have a WWCC and a Police Check. This can only be done with signed permission by the person being checked.

3.4 Paid staff are responsible for ensuring that visitors and volunteers participate correctly in any evacuation or emergency management activities which may occur, are directed towards appropriate facilities and amenities and work with safe handling of any tools or equipment. Volunteers or visitors should not handle any equipment that they are unfamiliar with that could pose a risk to themselves or others. Volunteers and visitors have a responsibility to clearly and honestly communicate their level of experience to staff. Staff members have a responsibility to enquire and have the authority to decline access to an area or use of equipment for risk management reasons.

3.5 Any keys for school buildings and facilities are to be signed in and out at the school office.

## 4. **Exclusion of a Visitor or Volunteer – Trespass Guidelines**

The school has the right to ask a visitor or volunteer to leave the premises should there be:

- any incident or activity which may breach the peace, which contravenes the school's duty of care responsibility and/or
- a major breach of school rules or policies, OR IF A NON-CUSTODIAL PARENT is in breach of Family Court instruction related to access to children.

Section 9 of the Summary Offences Act (1997 Amendment) enables an independent school proprietor (or representative) to warn a person to leave the school premises, to warn a person not to enter the premises and to request police to lay a charge when a person fails to comply with such warnings.

Should the visitor / volunteer resist or decline to leave the premises after a clear warning has been issued (oral or written), the police should be called immediately to ask the person to leave or to charge the person with trespass under the Summary Offences Act. As a private property we have the ability to determine what is not a

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legitimate purpose for entry and what is trespass to this property. See attachment A for a written warning.

## **Non-Custodial Parents:**

Where a parent seeks access to children which is beyond a family court ruling the nominated school representatives (Principal, College Chair or Chairperson of Council) should ask the parent to seek legal permission to have access to the children and warn them to leave the premises until such permission is granted. A written warning of trespass should be given to the person. (See Attachment A on letterhead – Warning Under Section 9 of the Summary Offences Act 1966)

## **Other Policies that may be relevant:**

- Security Policy
- A Safe and Supportive Environment Policy
- WHS Policy and related documents
- Child Protection Policy and Procedures
- Fire Action Plan