

<b>Policy Title</b>	Visitors and Volunteers Policy
<b>Date Policy Approved</b>	August 2019
<b>Policy Owner &amp; Position</b>	Principal
<b>Team Responsible for Policy</b>	Principal, Business Manager and Administration Staff
<b>Authorised by</b>	Principal
<b>Who is the Policy for?</b>	Visitors and Volunteers
<b>Version Control</b>	Version 6
<b>Statutory/ Legislative Requirement</b>	<ul style="list-style-type: none"> <li>• Privacy Act</li> <li>• Discrimination Acts</li> <li>• Working with Children Act 2005</li> <li>• Working with Children Regulations 2006</li> <li>• Transport (Compliance and Miscellaneous) Act 1983 (Vic)</li> <li>• Victorian Child Safe Standards 2015</li> <li>• Duty of Care (2015)</li> </ul>
<b>Relevant cross references</b>	<ul style="list-style-type: none"> <li>• Working with Children's Check Policy</li> <li>• Staff Code of Conduct</li> <li>• Child Safety Policy</li> <li>• Vision, Purpose, Objects &amp; Values, Principles, Child Safety Undertaking &amp; Statement of Faith</li> </ul>
<b>Include during Induction</b>	Yes
<b>Review Date</b>	2021

<b>Purpose of the Policy</b>	<p>To provide an environment which is safe for those attending Ballarat Christian College. The College will endeavour to ensure that all Board members, staff, volunteers, visitors and onsite contractors are appropriate individuals to be involved in child-related work as mentioned in the Working with Children Act 2005.</p> <p>The Visitors and Volunteers Policy assists to support the College's zero tolerance of child abuse, by preventing those that pose a potential risk to the safety of children from working with students, in both paid and unpaid work environments.</p> <p>The Visitors and Volunteers Policy is an important part of Ballarat Christian College's recruitment process to ensure the safety, welfare and wellbeing of all students within the College and assists to support Ballarat Christian College's zero tolerance for child abuse and neglect.</p>
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	<p><b>Rationale</b></p> <p>To increase experience of the cultural and social features of the community, the College is encouraged to:</p> <ul style="list-style-type: none"> <li>• Ensure parents/carers partner in their children’s development.</li> <li>• Create strong partnerships with community services, schools, businesses and the wider community.<sup>1</sup></li> <li>• Ensure the safety and protection of all the students.</li> </ul> <p><i>“Behold, children are a gift from the Lord....” Psalm 127:3</i></p>
<p>Responsibility for Management of Policy</p>	<p>Principal and Business Manager</p>
<p>The Policy Statement</p>	<p>Ballarat Christian College is committed to the safety and wellbeing of all children and young people. Wherever it is at risk, child safety will be the primary focus of our care and decision-making. Ballarat Christian College has zero tolerance for child abuse and neglect.</p> <p>Ballarat Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.</p> <p>Every person involved in and with Ballarat Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.<sup>2</sup></p> <p><b>Implementation</b></p> <p>Visitors are defined as the following:</p> <ul style="list-style-type: none"> <li>• <b>Informal visitors</b> - parents/carers/extended family members who are not inducted volunteers of the College, visitors that only come on the property occasionally (ie. guest speakers, contractors).</li> <li>• <b>Formal visitors</b> - any visitor that has been formally inducted at the College (ie. regular contractors, allied health workers)</li> </ul> <p>Visitors to schools may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prospective parents, carers and employees</li> <li>• Those who are addressing a learning or development need such as: <ul style="list-style-type: none"> <li>○ Parent and community volunteers</li> </ul> </li> </ul>

- Invited speakers
- Sessional Instructors
- Representatives of community, business and service groups
- Local members of the State and Commonwealth Parliaments
- Allied Health workers

- Those who are conducting business such as:

- Uniform suppliers
- Booksellers
- Official school photographers
- Commercial salespeople
- Trades people
- Contractors
- Children’s services agents
- Talent scouts
- Instructors providing Special Religious Instruction
- Allied Health workers

- Other visitors may include:

- Department of Health and Human Services
- Child Protection
- Victoria Police
- Persons who are authorised to enter onto the school premises for a specific purpose (eg. Work Safe or Environmental Health Officers).

In such cases College procedures should set out:

- Processes for checking the identification and authorisation of such persons
- The process for recording of their attendance
- Which staff member should facilitate the entry on to the College premises in a manner consistent with the authorisation.<sup>3</sup>

Volunteers are members of the College community who volunteer their time to assist the College in a variety of ways that may involve working with students in an unsupervised role (eg. coaching a sporting team).

Volunteers will be assessed for their suitability to work at the College by the Principal or appointed delegate. This assessment will be made in relation to the skills and contributions being offered, and after verification of the person’s good character.

Volunteers are defined as persons who voluntarily engage in schoolwork or approved community work, without payment or reward. Schoolwork means:

	<ul style="list-style-type: none"> <li>• Any activity carried out for the welfare of a school, any parents' friends or any other body organised to promote the welfare of the school.</li> <li>• Any activity carried out for the welfare of the school at the request of the Principal or Board</li> <li>• Providing any assistance in the work of school class activities internally or externally from the College.<sup>4</sup></li> </ul> <p>All visitors and volunteers are required to report to the Administration Office prior to undertaking any activity within the College, where they will be required to sign in and be assigned a visitor's badge. Visitors and volunteers will then be required to report to the Administration office upon departure and sign out whilst returning their visitor badge.</p> <p>Visitors may require a Working with Children Check (WWCC) depending on their purpose at the College. See Appendix 1 for more information on WWCC card and refer to the College's WWCC Policy. However, a volunteer will require a WWCC card that is linked to Ballarat Christian College prior to assisting with any activity within the College.</p> <p>Visitors and volunteers will be provided with directions, an induction (if required), and will be made aware of any works that may impact upon their safety or comfort within the College. Visitors will be accompanied by College staff during school hours.</p> <p>All visitors and volunteers not conforming to the policy will be redirected to the College Administration Office by a staff member, where the issue will be resolved.</p> <p>Visitors and volunteers must comply with directions of College staff if an emergency or lockdown takes place whilst they are on the College site. Formal visitors and volunteers at the College should familiarise themselves with the procedures to ensure that they are well-informed should an emergency occur.</p>
The Procedure	<p>School policy and procedures regarding visitors and volunteers to the College must, as a minimum:</p> <ul style="list-style-type: none"> <li>• Require all visitors (formal and informal) and volunteers arriving and departing during College hours to sign in and out at the Administration Office.</li> <li>• Include procedures for assessment and verification of the suitability of visitors and volunteers to be in a location where children freely move about, learn and play. The evidence required is generally a Working with Children Check (WWCC); however, if a</li> </ul>

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<sup>4</sup> Adapted from Department of Education and Training Victoria  
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

visitor's occupation exempts them from the requirement to have a WWCC card e.g. police officers, teachers, the visitor must provide evidence to support their claim to an exemption.

- WWCC status will be checked on a weekly basis through the Department of Justice website. If a card is found to be expired, cancelled or invalid employees or volunteers will be required to not return to site until a new status check shows a valid card.

**Selection Procedures:**

Formal visitors and volunteers will be assessed on their suitability to work at the College by the Principal or appointed delegate. This assessment will be made in relation to the skills and contributions being offered, and after verification of the person's good character.

The College will determine its need for volunteers.

**Sequence of Process:**

Once an individual or organisation has made informal contact with the College, potential formal visitors (ie. Contractors, Allied Health Workers) and volunteers will be required to complete and submit the following prior to commencement of work within Ballarat Christian College:

- Sign off on the College's Child Safety Policy and Staff Code of Conduct.
- Provide all signed documentation, including a WWCC card linked to Ballarat Christian College, and National Police Check (NPC), which has been issued by a state/territory police authority or the Australian Federal Police.
- Complete the Agreement (which includes a confidential declaration section) and Registration forms from this Policy (see Appendix 2 & 3), including the names of three referees who will be called upon to verify information provided and attest to the individual's character.
- Volunteers must also complete the Involvement form from this Policy (see Appendix 4).
- Attend an informal interview with the College's Child Safety Officer and the Principal or appointed delegate.
- Attend an induction training session which will identify the College's processes and procedures, and other information relative to child safety.

Formal visitors and volunteers offering to assist in programs where students are involved will also be asked to provide details of relevant qualifications, experience and other information relevant to the programs.

The Principal, or appointed delegate, is responsible for determining eligibility to work as a formal visitor or volunteer at the College. Any applicant not accepted as a formal visitor or volunteer will be advised in

writing.

Informal visitors only need to sign in and out at the Administration Office, be escorted through the property or be in the presence of a teacher or staff member at all times while at the College.

#### **The College's Responsibilities:**

- A staff member will be allocated to supervise/monitor an informal visitor.
- Ensure all formal visitors undertake induction processes prior to commencing unsupervised work.
- Accurate records are to be completed for all training and work details.
- Provide full induction training that will include:
  - Child Safety Policy and Staff Code of Conduct
  - Occupational Health and Safety procedures
  - Duty of Care responsibility
  - Confidentiality requirements
  - Any relevant training for the specific area of work

#### **Procedures for Management of Formal Visitors and Volunteers:**

- Individuals will be matched with the work that is suitable to their skills, interests, time commitments and health status.
- Changes to an area of work or time commitment will be made with full consultation.
- Supervising teachers will be available to discuss the concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a visitor or volunteer to work unsupervised with students.

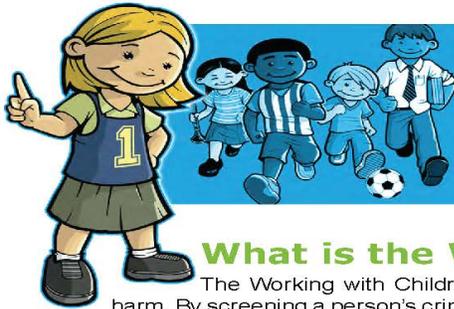
#### **Responsibilities of Visitors and Volunteers:**

- The most important responsibility relates to the duty of care to children and ensuring their utmost safety no matter their individual need/s.
- Respecting the rights of children means they must not:
  - Work unsupervised with children.
  - Be involved with toileting students.
  - Assist in change rooms/sick bays unless directed by a teacher and then only in facilities of the same gender as the volunteer.
  - Have unsupervised contact with students during non-class times.
  - Encourage affection or dependency from students (including the giving of presents).
  - Have unnecessary physical contact with students. The supervising teacher will provide the comfort/first aid that might be required to the student.
  - Display bullying or intimidating behaviours towards students.

	<p><b>All Visitors and Volunteers Must:</b></p> <ul style="list-style-type: none"> <li>• Refer all student concerns or behaviour issues to the supervising teacher whilst respecting the confidentiality requirements of the College.</li> <li>• Comply with all relevant policies, procedures and guidelines.</li> <li>• Refer all requests to access school files to the supervising teacher.</li> <li>• Sign in and out at the Administration Office upon arrival and departure from the College.</li> <li>• Wear the provided visitor badge at all times.</li> <li>• Notify the College as early as possible if they are unable to fulfil their volunteer commitment.</li> </ul> <p><b>Cancellation of Agreement</b></p> <p>When concerns arise about a formal visitor or volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. An agreement can be cancelled at the Principal’s discretion and where the formal visitor or volunteer:</p> <ul style="list-style-type: none"> <li>• Has no more suitable work available.</li> <li>• Fails to follow requirements outlined in the Visitors and Volunteers Policy and elaborated through the induction training.</li> <li>• Behaves towards students, parents or staff in a manner deemed inappropriate or improper.</li> <li>• Repeatedly fails to meet commitments without notice to the College.</li> </ul>
<p>Publication and Accessibility to Policy</p>	<ul style="list-style-type: none"> <li>• Induction Information</li> </ul>
<p>Acknowledgement</p>	<p>St Andrews Christian College  Leighland Christian School  La Trobe University  Victorian Department of Education and Training</p>

# Appendix 1

## Working with Children Check General Information Guide<sup>5</sup>



### Working with Children Check General Information Guide

English

#### What is the Working with Children Check?

The Working with Children Check (the Check) helps protect children from physical and sexual harm. By screening a person's criminal and professional conduct records, the Check aims to prevent people who may harm children from working with them.

#### Who needs a Check?

Under the *Working with Children Act 2005* (the Act), you need a Check only if you meet ALL of the following six conditions for child-related work:

1. You are an adult volunteering or paid to work with children aged under 18 years of age.
2. You are working with children in one of the services, places or bodies listed in the Act as 'Occupational fields'.
3. Your work involves direct contact with children, which means you are able to talk face-to-face or have physical contact with children.
4. The contact you have with children is part of your duties.
5. Your contact with children is not directly supervised by another person.
6. You are not exempt from having a Check\*.

\*Details are on the Working with Children website, under 'Exemptions'.

It is an offence to start child-related work without applying for a Check first.

Your organisation is also committing an offence if they ask you to start child-related work before you have applied for a Check.

#### Ministers of religion

All ministers of religion are now required to pass the Check unless the contact they have with children is only occasional and always incidental to their work.

Child-related work for ministers is defined more broadly than for everyone else. For ministers, child-related work is not limited to work involving direct and unsupervised contact with children. Any contact with children, unless it is only occasional and incidental, is enough to trigger the requirement to get checked. This would include having children present in their congregation, or attendance at schools or children's camps, even when all their contact with children is supervised.

Full details are on the Working with Children website, under 'Who needs a Check?'

#### How do I apply?

To apply for a Check:

- fill in the online form on the Working with Children website, under 'Apply for a Check'
- print out the application summary and receipt
- lodge the summary and receipt at a participating Australia Post retail outlet, along with 100 points of identification, a passport-size and quality photo, and the **non-refundable** fee for an Employee Check. Volunteer Checks are free.

It is an offence to use a Volunteer Check for paid child-related work.

#### Can I work during the screening process?

The Act allows most people to do child-related work during the screening process. However, by law, you **must not** if you:

- have been charged with, convicted or found guilty of a serious sexual, violent or drug offence listed in clause 2 of Schedule 3 of the Act
- have been given a Negative Notice and not subsequently passed the Check
- will be supervising a child in employment under the *Child Employment Act 2003*
- will be working in a service regulated by the Children's Services Regulations 1996 or in an education and care service under the Education and Care Services National Law (Victoria)
- are required to report or be supervised under the:
  - *Sex Offenders Registration Act 2004*
  - *Serious Sex Offenders Monitoring Act 2005*
  - *Serious Sex Offenders (Detention and Supervision) Act 2009*.

Ask your organisation about working during the screening process, as some organisations only allow applicants to work after they have passed the Check.



<sup>5</sup> <http://assets.justice.vic.gov.au/wwcc/resources/8060c685-c8fb-4d02-af55-0a201ae7f099/general+info+guide+-+jan+2016.pdf>

## What is checked?

You are screened for serious sexual, violent and drug offences and adverse professional conduct reports made by the agencies listed in the Act. The list of offences is on our website.

The protection of children is the paramount consideration for any decision made under the Act.

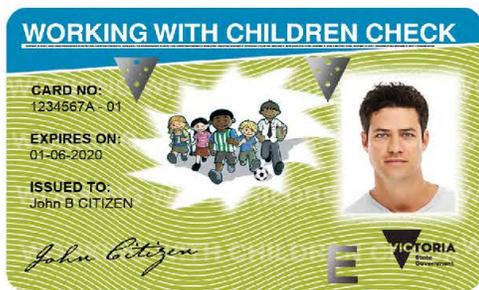
## How do I know if I have passed the Check?

The Department of Justice & Regulation notifies both you and your organisation if you pass the Check.

The Check is valid for five years unless the department suspends or revokes it.

You must apply to renew your Check before it expires if you want to continue doing child-related work.

Sample WWC Check card



## What if I have a criminal record or an adverse professional conduct report?

Not all offences and adverse professional conduct decisions mean that you pose an unjustifiable risk to the safety of children.

Whether you pass or fail the Check depends on the type of adverse professional conduct report, the offence you have committed, and the circumstances surrounding these matters.

It is unlawful to apply for a Check if you are required to report or be supervised under the:

- *Sex Offenders Registration Act 2004*
- *Serious Sex Offenders Monitoring Act 2005*
- *Serious Sex Offenders (Detention and Supervision) Act 2009*.

You should seek independent legal advice about your personal circumstances.

## What if I don't pass the Check?

If the department believes you pose an unjustifiable risk to children, it will notify you that it intends to prohibit you from working with children by issuing you an Interim Negative Notice. This gives you the opportunity to write to the department and ask it to consider the reasons why you think you should pass the Check.

If, after the department considers your reasons, you fail the Check, the department will issue you with a Negative Notice prohibiting you from working with children.

## How is my privacy protected?

The department is bound by privacy and confidentiality laws. It will notify your organisation when you pass or fail the Check and if your card is ever suspended or revoked, but it does not provide any details of your offences or the adverse decisions about your professional conduct.

## Is the Working with Children Check the same as the Police Check?

No. The Working with Children Check screens your criminal and professional conduct records and rigorously assesses any relevant sexual, violent or drug offences over your lifetime. The Police Check lists offences at a given point in time.

The Working with Children Check monitors a cardholder's criminal and professional conduct records for the life of their card. The Police Check does not. As the checks are quite different, some organisations require both checks.

More details on the differences between the checks are on the Working with Children website, under 'How is a Police Check different?'

## More Information

- Website** [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)  
**Email** [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)  
**Customer Support Team** 1300 652 879  
8.30am–5pm, Monday–Friday (except public holidays)  
**TTY** 13 36 77  
**Speak & Listen** 1300 555 727



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Team.

**Translations** Download translations of this publication from our website.

**Large print** Email [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au).

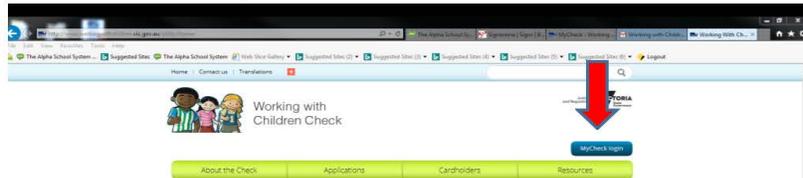
*This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.*

Version: January 2016

# Working with Children Check: Linking to Ballarat Christian College

1 Go to the Working with Children Check Website  
<http://www.workingwithchildren.vic.gov.au/utility/home/>

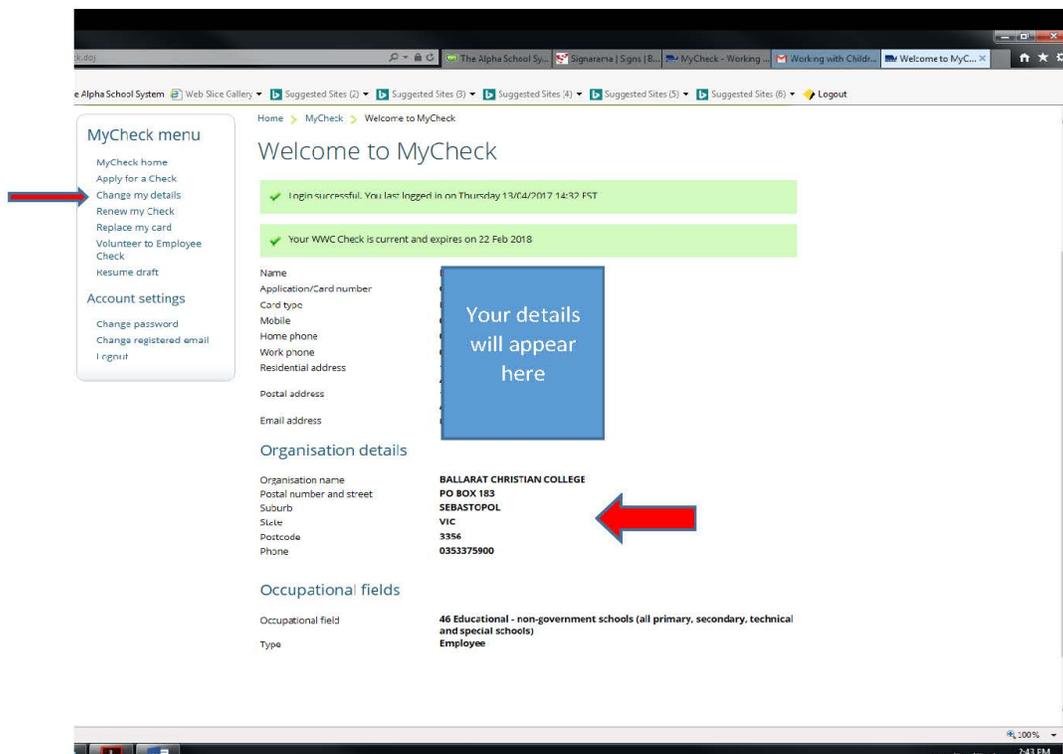
2 Click on the MyCheck login button



3 Register if not already registered, or

4 Login using your username and password

5 Click on Change my details to update your Organisation details



## Appendix 2



### Visitor & Volunteer Registration Form

<b>Surname:</b>		<b>First Name:</b>	
<b>Address:</b>			
<b>Home Phone:</b>		<b>Mobile:</b>	
<b>Days / Hours Available:</b>			
<b>Preferred Activities:</b>			
<b>Any relevant Work Experience:</b>			
<b>Any other relevant details:</b>			
<b>Reasons for volunteering/working at Ballarat Christian College:</b>			
<b>Referee 1 Name:</b> _____	<b>Referee 2 Name:</b> _____	<b>Referee 2 Name:</b> _____	
<b>Phone:</b> _____	<b>Phone:</b> _____	<b>Phone:</b> _____	
<b>Connection:</b> _____	<b>Connection:</b> _____	<b>Connection:</b> _____	

#### Office Use Only:

Principal Signature (or Delegate): \_\_\_\_\_

Date: \_\_\_\_\_ Employed on: \_\_\_\_\_

Activity Area: \_\_\_\_\_

## Appendix 3



### Visitor & Volunteer Agreement

As a formal visitor and/or volunteer at Ballarat Christian College I agree to:

1. Work in the area/s of: \_\_\_\_\_
2. Discuss any concerns in relation to College matters with the appropriate staff member or a member of the Executive Leadership Team.
3. Keep all College related matters confidential and under no circumstance approach parents or community members in relation to issues arising at the College. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the Visitors & Volunteers Policy.
5. Participate in an induction program that explains my responsibilities regarding child safety, mandatory reporting, occupational health and safety, duty of care to students and confidentiality. I understand that I will receive relevant training specific to my area of volunteering/work. I will ask for clarification if I do not understand instructions.
6. I understand that if I breach any of the above conditions my services as a visitor or volunteer may be terminated.

#### VISITOR AND/OR VOLUNTEER

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### PRINCIPAL (or DELEGATE)

Name \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4



### Volunteer Involvement Form

Surname:	First Name:
Address:	
Home Phone:	Mobile:

I am willing to do the following (please mark the box)

<input type="checkbox"/> Art and Craft	<input type="checkbox"/> Student Supervision
<input type="checkbox"/> Assist in Library	<input type="checkbox"/> Odd jobs
<input type="checkbox"/> Assist in Uniform Shop	<input type="checkbox"/> Parents and Friends
<input type="checkbox"/> Assist in Camps	<input type="checkbox"/> Perform Cleaning Tasks
<input type="checkbox"/> Assist with Excursions	<input type="checkbox"/> Photocopying
<input type="checkbox"/> Assist with Reading	<input type="checkbox"/> Promotional Work
<input type="checkbox"/> Book Filing Cabinet	<input type="checkbox"/> Receptionist duties
<input type="checkbox"/> Book Covering	<input type="checkbox"/> School Camps
<input type="checkbox"/> Exam supervision	<input type="checkbox"/> Sport / PE
<input type="checkbox"/> Hospitality and Catering	<input type="checkbox"/> Story Writing
<input type="checkbox"/> Laminating	<input type="checkbox"/> Textiles
<input type="checkbox"/> Music Department	<input type="checkbox"/> Other _____

**Other:** Do you have skills that would be helpful to the College, or are there other ways that you know you can help? Please give details and forward to the College.

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