St John’s Vision:

In the tradition of Mercy,
Inspiriting minds,
Growing in Christ.
PURPOSE

This policy details the obligations of all staff at St John’s Lambton in line with the legislation, diocesan policies and established guidelines in the area of visitor protocol.

This policy will assist school personnel to manage visitors from the parent and wider community in the provision of services directly to students or in support of students, appropriately, safely and in accordance with diocesan policies.

DEFINITIONS

The term **Visitors** relating to this policy are clearly defined as all people (including parents involved assisting with class activities, canteen and excursions) other than staff members, students and parents and guardians involved in the task of delivering or collecting students at the start or end of the school day.

This includes contractors, community agency staff, individuals and/or groups attending the school for any reason and parish or community groups using the school facilities.

POLICY STATEMENT

St John’s Lambton is committed to meeting the statutory obligations for Child Protection providing safe environments for students and implementing Child Protection legislation, system policies and school visitor protocols.

GUIDING PRINCIPLES

Volunteers are essential and highly valued at St John’s school. The staff are grateful for the support and the contributions made by volunteers sharing their gifts and talents with our school community. Parents play a significant role in supporting the Vision and values of St John’s School. We strongly encourage the development of relationships with parents and the wider Parish community as partners on the education journey.

St John’s School commits to:

- nurturing each individual’s growth in faith and unique potential.
- offering outstanding educational experiences founded on Catholic values.
- fostering partnership between parents and staff in the education of their children.
- creating communities of respect for each other, the wider society and the earth.
- encouraging active engagement in social justice issues, the service of others and the promotion of peace.

Some roles that have been traditionally filled by visitors/volunteers include:

- Assistance in the school canteen and with Parents and Friends (P&F) activities.
- Collaboration with staff to develop policy when requested.
- Support of learning by aiding teachers to implement reading, mathematics, art and other activities.
- Assistance in coaching and encouragement of sporting teams and activities.

**RESPONSIBILITIES**

Visitors/Volunteers are asked to be aware that their conduct is a model for their own children and the children of others always modelling respect.

Volunteers are encouraged to model Christian values in all their dealings with others at St John’s School.

Before volunteering at St John's visitors are required to complete registration procedures including:

1. Working with Children Check Clearance.
2. Confidentiality Agreement
3. Image Release Form

These documents must be submitted to the school office.

**Child Protection**

The Catholic Diocese of Maitland-Newcastle has an absolute and abiding commitment to promote the safety, welfare and wellbeing of children. As a parent sending your child or children to a Diocesan school, you should be aware of your rights and obligations in protecting your child and all children in our schools.

**The Children and Young Person’s (Care and Protection) Act 1998**

In NSW we are able to report certain information to Family and Community Services (FaCs). If we are concerned for one of more of the children in the school, we can discuss our concerns with a teacher, Assistant Principal or Principal. We can report our concerns to the FaCS Child Protection Helpline (Ph. 133 627, 24 hours/7 days) if we have reasonable grounds to suspect that a child or young person is at risk of significant harm and our concerns are current. Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

It is better to be safe than sorry, so if we’re uncertain, talk to a staff member at the school.
Part 3A of the Ombudsman Act 1974

Part 3A Ombudsman Act 1974, defines Diocesan schools as a ‘designated non-government agency’ and as such we must have systems for preventing, reporting (to the Ombudsman) and investigating reportable conduct.

All staff and volunteers in Diocesan schools fall within the scope of Part 3A and may be investigated for alleged ‘reportable conduct’ which includes sexual offenses, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children.

Zimmerman Services is the Diocese’s specialist child protection service who works with the Ombudsman to ensure the Diocese meets its obligations under Part 3A.

The Child Protection (Working with Children) Act 2012

Under this legislation people who work in a paid or volunteer capacity in the Diocese of Maitland-Newcastle are required by law to have a Working with Children Check Clearance. This ‘Clearance’ can be obtained from applying online at check@kidsguardian.nsw.gov.au.

As a parent, if we learn about a staff member or a volunteer working in the school without a Clearance, we should talk with the Principal or Assistant Principal as soon as possible. If we believe that nothing is being done about our concerns, we can contact Zimmerman Services directly (Ph. 4979 1390 Mon-Fri 8:30am to 5:00pm).

Diocese of Maitland-Newcastle Reporting Policy

As a parent we can report any concerns we have for a student, or group of students, to our principal, assistant principal or directly to Zimmerman Services (Ph. 4979 1390 Mon-Fri 08:30 to 5pm). The Diocese’s reporting policy and procedures are available to everyone on the Diocesan website: Diocese of Maitland-Newcastle Reporting Child Protection Concerns

As parents we are entitled to contact Zimmerman Services directly about any concerns we have about the safety, welfare or wellbeing of a child or if we are concerned that the school isn’t addressing allegations of reportable conduct or abuse. (Ph. 4979 1390 Mon-Fri, 8:30am to 5:00pm).

Working at St John’s School

- Dress code: appropriate clothing and non-slip footwear.
- Identification: Visitors must sign in on entering the school grounds and sign out upon leaving the school grounds. Identification will be provided and must be worn/displayed at all times when on the school grounds.
- Smoking: Not permitted in any school facilities or whilst accompanying children of St John’s school.
- Photography: Please be mindful of the privacy of others. Children of any age will usually only be photographed with parents’ permission.
▪ Insurance: As a volunteer, you are covered with Personal Accident for Volunteers cover. Details of Insurer in the Volunteers Handbook.
▪ Communication: The Principal is responsible for volunteers. If you have any concerns or question, please consult the Principal.
▪ Health Issue/Medication: Volunteers must not purchase, give or administer medication to a student. Health issues may also impact food and drink consumed.
▪ Infection Control: Volunteers are advised not to come to school if unwell. A volunteer’s vaccination status should be a consideration regarding common childhood illnesses and tetanus.

Confidentiality and Privacy

▪ While volunteering any information regarding students, staff or other volunteers must be kept confidential. It is a legal requirement.
▪ Occasionally, information may be provided about a student by the school that impacts the volunteer role. This information must be treated as private and confidential.
▪ Confidentiality will be breached when confidential material is published on social media sites such as Facebook, Twitter or Instagram.

Work Health and Safety (WHS)

In January 2012, a number of changes were made to the Work, Health and Safety (WHS) Legislation including who is now considered a worker. A worker now includes an employee, a contractor and a volunteer. All of whom have a WHS responsibility.

Identifying Workplace Risks

Prior to every task all visitors should:
▪ Stop – think before acting
▪ Assess – check for hazards
▪ Be safe – complete the task, only when it is safe to do so.

First Aid and Accident Notification by a Visitor:

▪ If First Aid is needed or an accident occurs while volunteering at school the nearest staff member must be alerted and assistance sought.
▪ The First Aid Officer will provide first aid assistance and assist completing the Injury Notification form.

Incidents and Reporting Incidents

An incident is not just when an injury occurs but also when an accident happens that has the potential to cause an injury.

▪ This is considered a near miss incident.
▪ No matter what type of incident, it should always be reported immediately.
- As soon as possible inform the school Principal or their delegate regarding the incident.

An Incident Notification form must be completed providing details on:
- How the incident happened
- The result of the incident;
- And any hazards that contributed to the incident.

This must be then provided to the Principal or their delegate.

**Emergency Evacuation Procedures**

St John’s school has emergency procedures that must be adhered to by all volunteers.

Emergency Evacuation Procedures and Assembly Point plans are located in every room to follow in the event of an emergency.
Staff will direct volunteers if emergency procedures need to be followed.
A copy of the evacuation map and procedures is posted in all classrooms.

**VISITOR PROTOCOLS**

**School Hours of Operation**

St John’s Lambton O.O.S.H. between the hours of 7:00 am to 8:15 am
(Out of School Hours Care) 2:45 pm to 6:00 pm
St John’s School Office is open between the hours of 8:30 am and 3:00 pm

All visitors/volunteers to the school apart from staff or people who will remain within the Administration Building must obtain and wear an Authorized Visitor Badge whilst on school property. This includes all volunteers, visiting tradespeople, visiting teachers and CSO staff.

**Visitors/Volunteers Sign In**

On reporting to the School Office, visitors must sign in, noting name, time of arrival, and reason for being in the school. Visitors will be issued with an Authorized Visitor Badge.

Prior to leaving the school, badges must be returned to the School Office and visitors must sign out.

All staff and students encountering a visitor without a badge should both direct the visitor to the School Office and at the same time report to the Principal or their delegate.

**Volunteers**
Volunteers will register at the beginning of the year with the St John’s School Office where a Prohibited Employment Declaration will be completed and lodged with the Child Protection Team of the Diocese of Maitland-Newcastle Catholic Schools Office.

**Casual Relief Staff**

Casual Relief Teachers and student teachers do not need to sign in as they have already fulfilled screening and accreditation procedures.

**Pick Up and Drop Off for Students**

**OOSH** - between the hours of 7:00am to 8:15am  
(Out of School Hours Care) 3:00pm to 6:00pm

All parents/carers are requested to report to the GPLA room which is located in the top floor of the Kennedy Building.

**St John’s School** - hours 8:50am and before 2:50pm.

Morning Arrival - between the hours of 8:15am and 8:50am. Students may be accompanied to the shelter area for the morning assembly where they are under the supervision of the teacher on playground duty.

If arriving late all parents/carers are requested to report to the School office to sign their child in via the late arrivals early departures book.

Afternoon Dismissal - St John’s students are accompanied by members of staff to three exit points where they can be met by parents/carers:
Dickson Street, front gate, for walkers or students traveling by car.
De Vitre Street gate for pedestrians.
De Vitre Street gate for students who will be collected by car.
Please note that parents need to make prior arrangements with their child/ren as to their meeting point.

**EVALUATION**

This policy will be reviewed when required.