

VISITORS and VOLUNTEERS POLICY

Policy Statement

Parent and community visitors and volunteers add significantly to the human resources available to the College, and consequently they deserve encouragement, support and recognition.

Our College will:

- Maximise the number and variety of effective visitors and volunteers who contribute to our College.
- Provide visitors and volunteers with the support and recognition they deserve.

Implementation:

- Visitors and volunteers are actively encouraged to be involved in activities, and will be invited to do so.
- Visitors and volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The College will seek to provide a variety of opportunities for visitors and volunteer participation, particularly opportunities for fathers, grandparents, and opportunities for visitors and volunteers to be involved in classes of older children or specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a condiment and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with College expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Individual or groups of volunteers will be highlighted each week in the newsletter, publicising their contributions to the school.
- Visitors and volunteers will be required to register at the administration office and wear a visitors badge whilst in the school. Visitors and volunteers will be invited to use the staff room and facilities.
- Volunteers Workers undertaking school work on behalf of, and with the approval of, the College Council or principal are indemnified as to their personal liability in similar terms to teachers through the DET procedures.
- All visitors and volunteers must have a current Working with Children Check. A copy of the card must be sighted and a copy retained prior to volunteering. The definition of 'direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact.

IncurSION activities for Students provided by Visitors or Volunteers

1 Approval

All incursions must be approved by the Assistant Principal or Principal.

Staff wishing to organise an incursion must complete an incursion proposal form (refer to Appendix A) and lodge this for approval. All incursions must be approved at least two weeks prior to running. Where an incursion approval form has not been submitted, that incursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal who will consider the educational outcome of the incursion as well as the impact on the school for the proposed date.

The Principal or Assistant Principal must approve incursions to ensure there are cost neutral and that they complement the curriculum and comply with all DET requirements.

2 Duty of Care

The designated teacher in charge has ultimate responsibility for all students in their care. At law, the Duty of care cannot be delegated, this includes supervision of students who are in the care of external education providers, ancillary staff, parents or trainee teachers.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed. Furthermore, that an incursion with an external provider does not absolve supervision duties of the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Kurnai College will ensure that incursions fully comply with DET guidelines and ensure that Kurnai College staff understand that incursions bring an increased duty of care.

3 Teacher Responsibilities

All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.

A designated 'Teacher in Charge' will coordinate each incursion. The Teacher in Charge must provide the General Office with a final student list. This list must also include the location of students not involved in the incursion. A copy of this list should also be posted on the staff noticeboard and on the intranet.

Arrangements will be made for students not attending the incursion to continue their normal program at school under supervision of another classroom teacher.

4 Arrangements for Payment

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

All families will be given sufficient time to make payments for incursions. Parents will be provided with permission forms and incursion information clearly stating payment finalization dates. Student payments not finalised prior to the incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.

Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

5 Diversity & Equity

Students should not be denied attendance to any incursion because of disability or medical condition. Kurnai College will take reasonable steps to support the inclusion of students with moderate to severe disabilities in its planning and delivery. Parents may be invited to assist in the delivery of incursions.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps

6 Aboriginal and Torres Strait Islander Considerations

School incursions will be sensitive to sites and venues of cultural importance to Koorie communities. Kurnai College will consult with Local Aboriginal Education Consultative Groups (LAECG), the Victorian Aboriginal Education Association (VAEAI) and other indigenous groups to ensure the required protocols are met.

Kurnai College endorses that the teaching aspects of Koorie culture is the responsibility of Aboriginal people and Torres Strait Islander people only.

At all incursions, an Acknowledgement of Country will be conducted by the teacher to show respect by acknowledging that the event is taking place on traditional custodial land, thanks the custodians for allowing the event to take place, and sets a conciliatory tone for the on-site educational activity.

7 Parent / Guardian Consent

Where applicable, students must have returned a signed permission note and payment to be able to attend the incursion.

8 Student Behaviour

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during an incursion.

LINKS AND APPENDICES

The Key Links which are connected with this policy are sourced through: [DET School Policy Advisory Guide - Excursion and Activities](#)

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Curriculum Framework policy
- Duty of Care policy
- First Aid and related medical policies


- Student Engagement & Inclusion policies

Appendix which is connected with this policy:

- Appendix A: Incurion Approval Pro-forma

Evaluation

- This policy will be reviewed as part of the College's four year review cycle.

Date Implemented	Week 3 – Term 2 – 2014 – V1
Approval Authority (Signature and date)  29/8/2017	
Dates Reviewed	Week 7 – Term 4 – 2014 – V2 Week 7 – Term 3 – 2017 – V3
Responsible for Review	College Principal
Next Review date	Week 7 – Term 4 - 2021

APPENDIX A

INCURSION APPROVAL APPLICATION

This form is to be completed and submitted to the Principal as part of the planning and approval process for all incursions.

Incursion	
Date and time of incursion	
Description (External education provider; what activity will take place)	
Working with Children Check held by provider?	<input type="checkbox"/> No <input type="checkbox"/> Yes Note: Duty of care resides with teachers for the period of the event
Number of students	
Who (group, year level, other – specify)	
Venue	
Purpose of incursion	
Cost per student, or Funded by (source of funds)	
Organising staff member	
Supervising staff	
First Aid officers	
Are any incursion supervisors other than teaching staff?	<input type="checkbox"/> No. <input type="checkbox"/> Yes, please list:
If not staff, are they to be paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working with Children Check held by volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Activity complies with External Providers Policy guidelines	<input type="checkbox"/> Yes

	<input type="checkbox"/> No
--	-----------------------------

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the Principal for assistance.</p> <p>If a student is missing – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is missing on an Incursion</i>. Every teacher should have a copy of this in the DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school administration. Complete forms school administration.</p>		

<u>Acknowledgement</u>		
Teacher-in-charge:		
Name _____	Signed _____	Date _____
Acknowledgement of receipt of <i>approval proforma</i>		
Principal:		
Name _____	Signed _____	Date _____

Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Date Implemented	Week 3 – Term 2 - 2014
Approval Authority (Signature and date)	
Dates Reviewed	Week 7 – Term 4 – 2014
Responsible for Review	College Principal
Next Review date	Week 7 – Term 4 - 2017