

Policy Title	Visitors and Volunteers Policy
Date Policy Approved	July 2025
Policy Owner & Position	Principal
Team Responsible for Policy	Principal, Business Manager and Administration Staff
Authorised by	Principal
Who is the Policy for?	Visitors and Volunteers
Version Control	Version 9
Statutory/ Legislative Requirement	• Privacy Act 1988 (Cth) • Worker Screening Act 2020 • Working with Children Regulations 2016 • Transport (Compliance and Miscellaneous) Act 1983 (Vic) • Ministerial Order No. 1359 • Victorian Child Safe Standards 2022
Relevant cross references	• Working with Children Check Policy • Staff Code of Conduct • Child Safety Policy • Vision, Purpose, Objects & Values, Principles, Child Safety Undertaking & Statement of Faith
Include during Induction	Yes
Review Date	2027

Purpose of the Policy	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 <i>Worker Screening Act 2020</i>. 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. 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.
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	Rationale To increase experience of the cultural and social features of the community, the College is encouraged to: • Ensure parents/carers partner in their children's development. • Create strong partnerships with community services, schools, businesses and the wider community.¹ • Ensure the safety and protection of all the students. <i>“Behold, children are a gift from the Lord....” Psalm 127:3</i>
Responsibility for Management of Policy	Principal and Business Manager
The Policy Statement	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. 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. 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. Implementation Visitors are defined as the following: • Informal visitors - 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) • Formal visitors - any visitor that has been formally inducted at the College (ie. regular contractors, allied health workers) Visitors to schools may include, but are not limited to: • prospective parents, carers and employees • those who are addressing a learning or development need such as: ○ parent and community volunteers ○ 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 Families, Fairness and Housing (DFFH)
 - 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

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:

- any activity carried out for the welfare of a school, any "Parents & Friends", or any other body organised to promote the welfare of the College
- any activity carried out for the welfare of the College at the request of the Principal or Board
- providing any assistance in the work of school class activities internally or externally from the College

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.

Visitors may require a Working with Children Check (WWCC) depending on their purpose at the College - please refer to the College's WWCC Policy. A volunteer is required to link their WWCC card to Ballarat Christian College prior to assisting with any activity within the College.

	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 should be accompanied or monitored by College staff at all times during school hours. All visitors and volunteers not conforming to the policy will be escorted to the College Administration Office by a staff member, where the issue will be resolved. 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 must familiarise themselves with the College's procedures to ensure that they are well-informed should an emergency occur.
The Procedure	The College will, as a minimum: • require all visitors (formal and informal) and volunteers arriving and departing during College hours to sign in and out at the Administration Office • undertake 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 valid Working with Children Check card (WWCC); however, if a visitor's occupation exempts them from the requirement to have a WWCC card (e.g. police officers or teachers) the visitor must provide evidence to support their exemption. • check, on a weekly basis through the Department of Justice website, the WWCC status of all volunteers. If a card is found to be expired, cancelled or invalid volunteers will not be permitted to engage in College activities until a new status check shows a valid card • ensure visitors are either escorted to their destination, or that Admin staff direct the visitor to their destination and call the relevant staff person advising them to watch for their visitor. 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 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: • attend an informal interview with the College's Child Safety Officer, Principal, or appointed delegate • complete the College's <i>Visitor & Volunteer Agreement</i> and <i>Visitor</i>

	<i>& Volunteer Registration Form</i> from this Policy (including the names of three referees who will be called upon to verify information provided and attest to the individual's character) • provide all signed documentation, including a WWCC card linked to Ballarat Christian College, and a National Police Check (NPC) • sign the College's Child Safety Policy and Staff Code of Conduct • 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, and 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 Procedure for Management of Informal Visitors: • supervising teachers will meet their duty of care to students by not leaving an informal visitor unsupervised with students Responsibilities of Visitors and Volunteers: • the most important responsibility relates to the duty of care towards
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	children, ensuring their safety - no matter their individual need/s • respecting the rights of children means they must not: ○ 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 All Visitors and Volunteers must: • refer all student concerns or behaviour issues to the supervising teacher whilst respecting the confidentiality requirements of the College • comply with all relevant policies, procedures and guidelines • refer all requests to access school files to the supervising teacher • sign in and out at the Administration Office upon arrival and departure from the College • wear the provided visitor badge at all times • notify the College as early as possible if they are unable to fulfil their volunteer commitment Cancellation of Agreement 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 may be cancelled at the Principal's discretion where the formal visitor or volunteer: • has no more suitable work available • fails to follow requirements outlined in the Visitors and Volunteers Policy and elaborated through the induction training • behaves towards students, parents or staff in a manner deemed inappropriate or improper • repeatedly fails to meet commitments without notice to the College
Publication and Accessibility to Policy	• Induction Information
Acknowledgement	St Andrews Christian College Leighland Christian School La Trobe University Victorian Department of Education