

Tuggerah Public School



Visitors & Volunteers Policy

Policy last amended March 2008

- Visitors & Volunteers Policy –

Tuggerah Public School is committed to ensuring that all personnel and students at the school are in a safe and secure environment at all times. The school therefore endeavours to ensure that all visitors and volunteers who come to the school maintain professional standards relating to staff and student relationships and are aware of the DET's policies relating to risk of harm to children as well as any other obligations relating to the specific activity in which they are involved.

The community expects that Tuggerah Public School will exercise the highest levels of responsibility in protecting the children in our care and ensure the safety of all personnel working in the school environment.

Procedures for all visitors and volunteers to Tuggerah Public School are as follows:

- All volunteers will sign a time sheet on arrival indicating duration of stay at school. This is either at point of voluntary work (e.g. canteen, classroom) or at the office. Volunteers will sign out when leaving
- All visitors will wear an identification name badge, photo identification or a visitor badge provided by the office
- All volunteers will disclose that they are not a prohibited person by completing a *Prohibited Employment Declaration*.

Ratified by the School Council, March 2008