**Contractors and Visitors and Volunteers Policy**

**1.0 Statement of Context & Purpose**

To establish processes to engage, screen, supervise and manage Contractors and Visitors to Al-Taqwa College.

**2.0 Target Audience**

This policy:

• applies to all Contractors, Volunteers and Visitors.

• does not apply to parents, carers or guardians who visit school premises for the purpose

of engaging in a school activity (for example, school pick-ups or drop-offs) or attending a

school event or function (for example, parent-teacher interviews, concerts or sport).

**3.0 Definitions**

**The following terms in this policy have** [**specific definitions**](https://www.vic.gov.au/child-safe-standards-definitions)**:**

**•** Child-Connected Work: Work authorised by the school governing authority and performed

by an adult in a school environment while children are present or reasonably expected to

be present

• Child-Related Work: Work that usually involves (or is likely to involve) direct contact with

a child (including oral, written or electronic communication as well as face-to-face and

physical contact) that is a central part of that person’s duties. Child-related work may be

either paid or unpaid (voluntary). It does not include work that involves only occasional

direct contact with children that is incidental to that person’s work.

• Closely Related Family Member: Includes parent, carer, step-parent, spouse, domestic

partner, grandparent, mother-in-law, father-in-law, uncle, aunt, brother, sister, halfsibling, step-sibling, brother-in-law or sister-in-law.

• Contractor: A person, partnership, company or organisation which provides services under

a contract with the school. This includes all sub-contractors and their workers.

• Personal Information: Information or an opinion about an individual (or an individual who

is reasonably identifiable) whether the information or opinion is true or not, and whether

the information or opinion is recorded in a material form or not.

• Visitor: A member of the public who visits the school.

• Volunteer: A person who offers time and assistance without payment

• WWC Check: Working with Children Check.

**4.0 Implementation**

Al-Taqwa College endeavours to provide an open and inclusive learning environment which values

and actively encourages visitors to our school. We also strive to foster strong partnerships with

local community services and organisations. The school takes a zero-tolerance approach to child

abuse and is fully committed to ensuring that its policies, procedures and practices meet the Child

Safe Standards as specified in Ministerial Order No. 1359 - Implementing the Child Safe Standards

– Managing the risk of child abuse in schools and school boarding premises.

***Engagement of Contractors***

Al-Taqwa College will from time to time engage a contractor to complete work or services for or

on behalf of the college. The College will maintain a contractor register with the following

information:

**-** Company/individual name

- Services provided or work undertaken

- Contact details (address, phone and email)

- Public liability insurance policy (amount, policy number and expiry date)

- Workers compensation insurance policy (policy number and expiry date) (where

applicable)

- Evidence of screening checks (for example, proof of identity, drivers’ licence, WWC

Check and police check etc.)

This information will be stored electronically for access by key personal.

***Management of Contractors Visitors and Volunteers***

• Al-Taqwa College is not a public place. Contractors, Volunteers and Visitors are not

permitted to enter school premises without permission.

• The Principal may permit or deny entry to school premises to any person.

• Contractors Visitors and Volunteers will be provided with information, induction, training,

support, supervision and resources, as required.

• Contractors, Volunteers and Visitors must sign in at the office.

• Contractors Visitors and Volunteers must comply with all relevant policies and procedures

of Al-Taqwa College including, but not limited to:

- Child Safety and Wellbeing Policy;

- Child Safety Code of Conduct;

**-** Occupational Health and Safety Policies and Procedures

- Complaints Policy

• Contractors Visitors and Volunteers must behave in a way which is consistent with the

ethos, values and philosophy of the school. This includes but not limited to:

- Contractors must not interact with any students (other than at the level of a polite

‘hello’) including via electronic communications such as email, social media, SMS

and instant messaging.

- There is no smoking, alcohol or drugs on school premises at any time.

- Swearing will not be tolerated on school premises.

- Contractors, Volunteers and Visitors are only permitted to use staff toilet facilities.

- Any contractor, Volunteer or Visitor who is found to have breached these rules

may be asked to leave the school premises.

• Contractors Visitors and Volunteers must be respectful and courteous in all dealings with

staff, students, parents and family members, and members of the public.

• Contractors Visitors and Volunteers must comply with any reasonable direction given by

a member of staff.

• Contractors Visitors and Volunteers must ensure that any Personal Information they

become aware of because of their work is managed sensitively and in accordance with the

Al-Taqwa privacy policy.

• Contractors Visitors and Volunteers must immediately report any risks, hazards, incidents,

accidents and injuries to the property manager, principal or administration.

• Contractors Visitors and Volunteers must immediately report any child safety or wellbeing

concerns to a member of staff. For the avoidance of doubt, this includes reporting to a

member of staff:

- Any concern or suspicion about the physical, psychological or emotional health,

safety or wellbeing of a child or young person;

- Any concern or suspicion about the inappropriate action or behaviour of any adult,

child or young person; and

- Any concern or suspicion about any adult in the school environment (including

employees, contractors, volunteers and visitors) regarding an allegation made

under the Reportable Conduct Scheme.

***Screening Checks***

• It’s important that schools screen contractors in a systematic way. Certain screening

checks are required by law and others are optional.

• Contractors Visitors and Volunteers who are engaged in Child-Related Work must have a

valid WWC Check.

• Contractors Visitors and Volunteers who are not engaged in Child-Related Work may be

required to have a valid WWC Check. Al-Taqwa College reserves the right to undertake

screening checks for any Contractor or Visitor at its discretion if considered necessary for

any particular activity or circumstances.

• The administration staff needs to ensure that volunteer, contractor or placement staff

have all relevant documentations and signed documentation stating they have read and

understood the child safe standards.

• Contractors Visitors and Volunteers who will be working regularly with children during the

time they are visiting the school premises, even though direct contact with children is not

a central part of their normal duties; and

• It is the responsibility of the Visitor, and Volunteer or Contractor to apply for and obtain a

WWC Check, if required by law and this policy to do so.

Where a Visitor, Volunteers or Contractor is required to have to have a WWC Check, the

Principal or their delegate has the discretion to accept evidence of a WWC Check

application in order for the Visitor, Volunteer or Contractor to attend the school premises,

provided the person provides the school with evidence of the application outcome as soon

as practicable after the applicant receives it.

***Parent Visitors***

• Al-Taqwa College understands that there may occasionally be reasons why a parent, carer

or guardian may wish to speak to or see their child at school during school hours 8:30am

to 3:30pm.

• We ask that parents, carers and guardians avoid arranging to visit their child at school

wherever possible, as this can cause disruptions to the school day. Parents, carers and

guardians must call the college to make a request to speak to or see their child during

school hours.

• All parents, carers or guardians who visit school premises during school hours, other than

for the purpose of engaging in a school activity (for example, school pick-ups or drop-offs)

or attending a school event or function (for example, parent-teacher interviews, concerts

or sport) must sign-in as a Visitor at the office.

• Any parent, carer or guardian who is prohibited from entering school premises under a

court order or direction of the Principal is not permitted to visit the school. Al-Taqwa

College ensures that all relevant staff are provided with information regarding any court

orders and where possible photographs of the relevant child/ren and/or photographs of

the person for which the court order is against.

***Breach***

• If a Contractor, Visitor or Volunteer fails to comply with this policy, Al-Taqwa College may

respond in a number of ways, depending on the nature of the breach, but which may

include:

- Issuing the person with a warning (written or verbal) in relation to the breach and

advising them of the consequences should a further breach occur;

- Limiting or banning the person’s access to school premises or from attending or

being involved in school activities, functions or events;

- Terminating the person’s engagement with the school; or

- Reporting the behaviour to Victoria Police or any other relevant agency, where

appropriate.

***Legislative and Policy Requirements***

This policy complies with the requirements of relevant legislation and policy, including the:

- Education and Training Reform Act 2006 (Vic);

- Education and Training Reform Regulations 2017 (Vic);

- Occupational Health and Safety Act 2004 (Vic);

- Occupational Health and Safety Regulations 2017 (Vic);

- Worker Screening Act 2020 (Vic);

- Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing

the Risk of Child Abuse in Schools and School Boarding Premises.

***Roles and Responsibilities***

• The Al-Taqwa College Board is responsible for:

Reviewing this policy;

- Monitoring compliance with this policy and related procedures;

• The Principal is responsible for:

- Communicating this policy to students, staff, parents and carers and the school

community;

- Ensuring that Contractors, Volunteers and Visitors have obtained any relevant

screening checks;

- Implementing processes and procedures for the induction and training of

Contractors, Volunteers and Visitors, as appropriate;

- Determining appropriate supervision arrangements for Contractors and Visitors;

- Providing and maintaining a school environment that is safe and free of risks to

health and safety, so far as is reasonably practicable;

- Permitting or denying entry of any person to school premises, as appropriate; and

- Acting if a Contractor, Volunteer or Visitor fails to comply with this policy;

• Staff are responsible for:

- Understanding their obligations under this policy, related procedures and

legislation;

- Reporting any breaches of this policy to the Principal;

• Contractors, Volunteers and Visitors are responsible for:

- Understanding their obligations under this policy, related procedures and

legislation;

 - Taking reasonable care for their own and others’ health and safety;

- Ensuring that their actions do not put the safety of any child or young person at risk;

***Related Policies***

This policy should be read in conjunction with the school’s other policies and procedures,

including:

• Child Safety and Wellbeing Policy

• Child Safety Code of Conduct

• Duty of Care Policy

• Mandatory Reporting Policy

• Child Safety Responding and Reporting Obligations Policy

**5.0 Resources**

• Child Safe Standards

• Reportable Conduct Scheme

• Child Information Sharing.

**6.0 Help for Non-English Speakers**

If you require assistance in understanding this policy, please contact Al-Taqwa College (03) 9269 5000.