



All Saints Anglican School

Visitor Management

1. Objective

Schools are not public places. The safety of students is paramount. This document seeks to identify every individual or business providing services to Students and ensure that the School:

- (a) is informed of the engagement;
- (b) complies with legislative obligations (*Working with Children (Risk Management and Screening) Act 2000* and *Work Health and Safety Act 2011*); and
- (c) complies with organisational obligations (insurance, Induction requirements and compliance with the Anglican Church Southern Queensland's *Student Protection in Anglican Schools Policy & Procedures 2018* and *Blue Card System in Anglican Schools Policy & Procedures* adopted by the School).

2. Application

This document applies to staff members who engage or are involved in engaging volunteers or external individuals or businesses to provide services or activities to students. This document does *not* apply to contractors providing services to the school.

3. Visitor types

Section 161 of the *Working with Children (Risk Management and Screening) Act 2000* ("the Act") defines employment as an *agreement to carry out work*, regardless of whether the agreement is written or unwritten, paid or unpaid, short- or long term, regular or irregular.

Therefore, the types of visitors to the School may be categorised as follows:

- Employees
- Volunteers
- External Parties

3.1 Employees and Volunteers

Individuals who have an *agreement to work* with the School will either be an **employee** (paid) or **volunteer** (unpaid).

Examples of employees (other than paid employees on the payroll which is not addressed in this document) are Pre Prep staff, School based trainees, gap students, kids club helpers and Pre Service Teachers.

Examples of volunteers are parents/guardians of current students or non parents/guardians (grandparents or members of the wider school community such as past parents or past students) who offer their time without financial reward.

3.2 External parties

External parties are generally known as Contractors - outside/third party, independent individuals and businesses who are *not* employees of the School. Contractors run their own business and invoice the School (or in some cases the parents) for the work/services they provide eg music teachers, guest speakers, visiting authors and visiting professionals.

4. Requirements

Once the visitor type is determined, the engaging staff member is to ensure the following requirements are addressed prior to their commencement date which is the date they are “eligible to commence” at the School:

- (a) Registration with the School
- (b) Insurance requirements
- (c) Blue card requirements
- (d) Induction requirements

4.1 Registration with the School

Upon engagement, the engaging staff member is to direct the individual to complete this [Engagement form](#) which addresses the majority of requirements.

Circumstances where this requirement can be waived

Guest speakers engaged for example, to speak to an entire year level for 40 mins in the CSI and otherwise have no interaction with the students, do not need to register with the School. *However, please let Main Reception know of the engagement prior to their arrival* to streamline the signing in experience for the guest speaker.

4.2 Insurances

The School’s insurance policies provide cover to employees and volunteers - see [School Insurances](#) for more information.

The School’s insurance policies do *not* provide cover to contractors or visitors – therefore individuals or businesses classed as contractors are required to provide evidence of current relevant insurances¹ *before* the service is provided.

Circumstances where this requirement can be waived

If, after considering what risks the individual’s activities could present, and the School and ACSQ determine the risks to be low/negligible, this requirement may be waived. In this case, a risk assessment should be completed which includes the requirement that the individual be accompanied by a teacher for the duration of their visit.

Please contact Compliance or the Commercial Manager in this regard.

4.3 Induction

Volunteers and Contractors interacting with students are to complete a form of an induction covering student protection, Code of Conduct, Emergency Procedures, general WHS information and Incident Reporting.

¹ *Relevant Insurances* include, but are not limited to:

public liability insurance (which provides protection for amounts the insured (the parties stated in the policy) may become legally liable to pay for compensation (damages) in respect of third party (other persons) personal injury or property damage, as a result of an occurrence in connection with the business of the insured)

Workers Compensation is a compulsory cover for all employers and covers employers from claims and legal costs incurred from the death, injury or illness of employees and deemed workers under the workers compensation legislation; and

Professional Indemnity (if providing advice).

Refer to the [Business.gov.au](#) website for more detail on the types of insurance policies.

Circumstances where this requirement can be waived

An induction may not be required if the School considers the circumstances of the individual case and waives this requirement.

However, at a minimum, the Anglican Church SQ's Safeguarding Our Students *Student Protection policy and procedures guide - Information for volunteers and visitors to Anglican Schools* document should be completed prior to commencement as well as annually whilst the individual is providing services to Students at the School. This document is included in the *Engagement form*.

4.4 Blue Cards

Unless an exemption applies, all **paid employees** require a Blue Card if their duties include, or are likely to include, providing services directed mainly towards children, or conducting activities that involve contact with children for at least:

- Eight consecutive days, or
- Once a week, each week, for over four weeks, or
- Once a fortnight, each fortnight, over eight weeks, or
- Once a month, each month, over six months.

Volunteers, unless exempt, require a Blue Card *prior to commencing* child-related work or activities irrespective of the frequency of the work.

The Act provides an exemption from Blue Card requirements for the following:

- Parents/guardians of current students (unless participating in the homestay programme)
- Registered Teachers

Business operators or people seeking to operate a business working with students must hold a Blue Card or an Exemption Card *before commencing work* if their work falls into a category of regulated business². Therefore, it is the School's policy to only engage individuals or businesses in regulated businesses who are compliant with the Act.

Visiting Professionals who attend the School to work with students (whose services are paid by the parents not the School) require a blue card unless they are a Health Practitioners³ registered with AHPRA and are working with children *as part of their professional duties*⁴.

Speech language professionals are not registered with AHPRA so require a blue card, whereas psychologists and occupational therapists are registered with AHPRA so are exempt from blue card requirements.

Circumstances where this requirement can be waived

Guest speakers or guest lecturers attending the School on once off occasions may not need a blue card under the guest exemption.

² Click [here](#) for more information on the categories of regulated employment

³ [Health Practitioner Regulation National Law Act 2009](#)

⁴ However, Registered Teachers or Registered Health Practitioners may need to apply to Blue Card Services for an Exemption Card if they provide child-related services, either in a volunteer, paid or self-employed capacity, that are not part of their normal employment. Examples of such work may include participating in the School's Homestay Program as a homestay family, coaching at a local sporting club or tutoring services.

However if they do in fact have a blue card, it is best practice to obtain a copy along with photo identification.

4.5 Signing In / Out

The engaging Staff member must inform the individual to sign in and out at one of the electronic kiosks (WOL) located throughout the School and wear their Visitor or Contractor Pass for the duration of their visit. They can sign in at the closest area of the school that has a kiosk relevant to where they will be located.

If coming to the School outside of normal school hours (when no students are present) they do not need to wear a visitor pass. It is preferable that they record their date/time in and out via the WOL app and signing in/out via their smartphone. Please contact Compliance for instructions.

Electronic kiosks are located at Main Administration, each sub-school, International House, Grounds and Performing Arts.

5. Responsibility in an Emergency

The staff member is responsible for the individual in the event of an emergency.

6. Further information

Any queries about what requirements apply in a particular circumstance can be directed to Blue Card Co-ordinator or Compliance.

7. Related Documents

- [Summary table](#)
- [Blue Card System Policy and Procedures in Anglican Schools \(October 2016\)](#)

8. Breaches

Breaches of this document may be handled in accordance with the School's Performance Management and Disciplinary Action Policy.

Responsible Person	Compliance Officer	Approved by	Commercial Manager	Version no 1
Applicable legislation	WWC & WHS	Commencement Date	February 2018	Filename

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