

CONTRACTORS AND VISITORS POLICY

OUR VISION

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

OUR VALUES

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated Steiner curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing respect, trust, and caring for themselves, each other, the broader community, and the earth.

PURPOSE

To establish processes to engage, screen, supervise and manage Contractors and Visitors to Wild Cherry School.

PRINCIPLES

Wild Cherry School 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.

AIMS OF THE POLICY

To set out the framework within which Contractor and Visitors are engaged and managed by the school.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- *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

KEY DEFINITIONS

- **Child-Connected Work:** Work authorised by the school governing Board 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, half-sibling, 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. Contractors may include (but are not limited to):
 - catering staff
 - cleaners
 - gardeners
 - tradespeople including plumbers, electricians and carpenters
 - bookkeepers
 - IT consultants
 - music tutors
 - sports coaches
 - construction or building 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.

Personal information can include (but is not limited to):

- name, signature, address, email address, phone number and date of birth
- medical records
- bank account details
- employment details
- photographs

- information about a person's racial or ethnic origin, political opinion or association, religious or philosophical beliefs, trade union membership or association, sexual orientation or practices, or criminal record.
- **Visitor:** A member of the public who visits the school. Visitors may include (but are not limited to):
 - parents, carers and guardians
 - prospective parents, students and employees
 - invites speakers and presenters
 - public officials
 - persons conducting business
 - health professionals
 - auditors
 - Victoria Police
 - Worksafe Victoria inspectors
- **WWC Clearance:** Working with Children Clearance.

SCOPE

This Policy applies to all Contractors and Visitors engaged by the school.

This Policy 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).

ROLES AND RESPONSIBILITIES

- The Board is responsible for:
 - reviewing this Policy
 - monitoring compliance with this Policy and related procedures
 - understanding the obligations under this Policy, related procedures and legislation
- The School Leaders are responsible for:
 - communicating this Policy to students, staff, parents and carers and the school community
 - ensuring that contracts and visitors have obtained any relevant screening checks
 - implementing processes and procedures for the induction, training and supervision of contractors 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 reasonably practicable
- permitting or denying entry of any person to the school premises, as appropriate
- taking action if a contractor 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 School Leaders
- Contractors and visitors are responsible for:
 - understanding their obligations under this Policy
 - 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
 - behaving in a way which is consistent with the ethos, values and philosophy of the school
 - being respectful and courteous in dealings with staff, students, parents and family members and members of the public
 - complying with any reasonable direction given by a staff member
 - ensuring that any personal information they become aware of because of their work is managed sensitively and in accordance with the school's Privacy Policy
 - immediately reporting any risks, hazards, incidents, accidents and injuries to the School Leaders
 - immediately reporting any child safety or wellbeing concerns to a member of staff. For the avoidance of doubt, this includes reporting to a member of staff:
 - i. any concern or suspicion about the physical, psychological or emotional health, safety or wellbeing of a student
 - ii. any concern or suspicion about the inappropriate action or behaviour of any adult; and
 - iii. 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
 - familiarise themselves and comply with all relevant Policies and procedures
 - undertake induction and any relevant training

ENGAGEMENT AND MANAGEMENT OF CONTRACTORS AND VISITORS

- Wild Cherry School is not a public place. Contractors and visitors are not permitted to enter school premises without permission.

- The School Leaders may permit or deny entry to school premises to any person.
- Contractors and visitors must sign in at the school office.

Contractors need to complete the following details on the Contractor Register (if applicable):

- company/individual name
- services provided or work undertaken
- contact details (address, phone and email)
- public liability insurance policy (amount, policy number and expiry date)
- evidence of screening checks (for example, proof of identity, drivers licence, WWC Clearance, police clearance etc)

Visitors must:

- record their name, signature, date and time and purpose of visit
- provide proof of identification to staff, upon request
- provide proof of their WWC Clearance, where required by this Policy
- wear a visitor's tag/lanyard at all times
- return to the office upon departure, sign out and return their tag/lanyard

PARENT VISITORS

- Wild Cherry School understands that there may occasionally be reasons why a parent, carer or guardian may wish to speak to or to see their child during school hours (8.45am to 3.20pm).
- 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 school office to make a request to speak to or see their child during school hours.
- All parents, carers and 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 school office.
- Any parent, carer or guardian who is prohibited from entering school premises under a court order or direction of the School Leaders is not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents which may include identifying photographs and any other information as required depending on the level of risk posed.

BREACH

If a contractor or visitor fails to comply with this Policy, Wild Cherry School may respond in a number of ways, depending on the nature of the breach, but which may include:

- issuing the person with a warning (verbal or written) in relation to the breach and advising the volunteer 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
- reporting the behaviour to Victoria Police or any other relevant agency, as appropriate or required by law

SCREENING CHECKS

To ensure that we are meeting our legal obligations under the *Working Screening Act 2020* (Vic) and ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse on schools and school boarding premises, Wild Cherry School is required to undertake screening checks, which in most cases will involve asking for evidence of a valid WWC Clearance.

Contractors and visitors who are engaged in child-related work must have a valid WWC Clearance.

Contractors and visitors who are not engaged in child-related work may be required to have a valid WWC Clearance. Wild Cherry School reserves the right to undertake screening checks for any volunteer at its discretion if considered necessary for any particular activity or circumstance.

It is the responsibility of the contractor or visitor to apply for and obtain a valid WWC Clearance.

LINKS TO OTHER POLICIES

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Duty of Care
- Privacy Policy
- Mandatory Reporting Policy
- Reportable Conduct Policy
- Occupational Health and Safety Policy
- Complaints Policy
- Whistleblower Policy

COMMUNICATION OF THE POLICY

- This Policy will be communicated in the following ways:
 - published on the school website
 - holding staff meetings to discuss this Policy
 - incorporating this Policy into induction information packs and training for new starters
 - making this Policy available in hard copy from the school administration office upon request

POLICY IMPLEMENTATION DOCUMENTS

- Key documents required to implement this policy will include procedures, checklists and pro forma, such as:
 - Checklist for the Engagement of Contractors (Appendix A)
 - Contractor Induction Checklist (Appendix B)
 - Contractor Register (Appendix C)
 - Visitor Code of Conduct
 - Induction and training procedures for contractors and visitors

POLICY REVIEW

The governing Board will review the Contractors and Visitors Policy as relevant legislation or policy comes into effect and, in any event, every 2 years.

Date Approved: 27 October 2022

Date for Review: 27 October 2024

APPENDIX A: CHECKLIST FOR THE ENGAGEMENT OF CONTRACTORS

Purpose

The purpose of this Checklist is to assist Wild Cherry with the selection and engagement of contractors who are engaged in Child-Connected Work or Child-Related Work.

No.	Task	Details	Status
1.	Prepare job description / Advertise job	<p>Ensure that job descriptions and recruitment advertisements contain:</p> <ul style="list-style-type: none"> • Statement of duties, responsibilities and expectations regarding child safety and wellbeing. • Selection criteria (including any essential or relevant qualifications, experience and skills). • Child safety expectations and requirements. <p>Job descriptions and advertisements should state that contractors must be prepared to hold or obtain a Working With Children Clearance or other screening clearance (if required).</p>	
2.	Complete application process	<p>Ensure that applications include the following information:</p> <ul style="list-style-type: none"> • At least one form of identification (e.g. current driver's licence or passport) • Document confirming qualifications (if relevant) • History of working with children • Valid Working with Children Clearance card • Previous employers • At least two (2) referees <p>Provide the contractor with copies of the school's child safety policies and procedures.</p>	
3.	Interview contractor	<p>Ask questions relevant to child safety. For example:</p> <ul style="list-style-type: none"> • Does the contractor have experience working with children? • Does the contractor understand appropriate behaviours when engaging with children? <p>Confirm referee details with contractor.</p>	
4.	Conduct referee checks	<p>Conduct at least two (2) referee checks, including most recent employer.</p> <p>Ask questions about the contractor's character and experience in working directly with children and young people (if applicable).</p>	



5.	Conduct relevant screening clearances	Sight, verify and record Working With Children Clearance or any equivalent background clearance (as required). Collect and record proof of identity, qualifications, history of working with children and references.	
6.	Notify unsuccessful applicant	If the contractor is assessed as unsuitable for the contract at the school, thank them for their interest and inform them that they were not successful.	
7.	Confirm engagement in writing	If the contractor is successful, enter into a written agreement with the contractor for the provision of services.	
8.	Arrange for induction	Provide induction relevant to the scope and nature of the contractor's work.	
9.	Arrange for supervision	Undertake a risk assessment to determine what level of ongoing supervision and management is necessary to ensure the contractor performs their role in a way that promotes child safety and wellbeing.	
10.	Provide ongoing training	Provide ongoing training relevant to the scope and nature of the contractor's work.	

APPENDIX B: CONTRACTOR INDUCTION CHECKLIST

Purpose

Wild Cherry will need to consider the type of work which contractors are doing and whether they may come into contact (including indirect contact) with children in assessing what level of induction and training in child safety and wellbeing the contractor requires.

Contractor Induction Checklist

- School's ethos, values and philosophy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Identifying and reporting child abuse
- Promoting the cultural safety of Aboriginal and/or Torres Strait Islander children
- Emergency management and first aid procedures
- Recordkeeping and information sharing requirements
- Privacy obligations
- Occupational health and safety procedures, including:
 - Identifying hazards associated with the proposed works and implementing control measures
 - Reporting incidents and injuries
 - Undertaking a tour of the site
 - Wearing identification
 - Completing the sign in/sign out procedures
 - Designating appropriate work areas and prohibited areas within the school
 - Installing isolation barriers
 - Displaying appropriate safety signs
 - Using school amenities (such as toilets and lunchrooms)
 - Housekeeping and waste disposal (such as no smoking, drugs or alcohol)
 - Ensuring appropriate and inappropriate conduct
 - Procedures for using heavy machinery or creating noise or dust on school premises
- Procedures for making and managing complaints
- Traffic management procedures
- Parking arrangements



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APPENDIX C: CONTRACTOR REGISTER

Entry Date	Name (Individual or Company)	Services Provided	Contact Details (Phone, Address, Email)	Public Liability Insurance (Amount, Policy Number and Expiry Date)	Worker's Compensation Insurance (Policy Number and Expiry Date)	Working With Children's Clearance Number	Induction Date