

# CONTRACTORS AND VISITORS POLICY



## PURPOSE

Newmark Primary (the school) endeavours to provide an open and inclusive learning environment which values and actively encourages visitors. The school also strives to foster strong partnerships with local community services and organisations.

This policy sets out the school's approach to engaging, onboarding and supporting contractors and visitors, as well as the requirements of contractors and visitors in accordance with commonwealth and state law and regulation.

## PRINCIPLES

- 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.
- The school, those that work (paid and unpaid) in it and its wider community together have a duty of care to protect children from harm.

## AIMS

- To establish processes to engage, screen, supervise and manage contractors and visitors.
- To comply with the specific requirements as set out in Ministerial Order 1359

## 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); and
- Ministerial Order No. 1359

## SCOPE

This policy applies to all contractors and visitors. This policy does not apply to parents/carers 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).

## KEY DEFINITIONS

**Child-Connected Work** means work authorised by or on behalf of the school board and performed by an adult in the 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.

**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, date of birth; medical records; bank account details; employment details; photographs; racial or ethnic origins, religious beliefs, criminal record).

**Contractor:** A person, partnership, company or organisation which provides services under a contract with the school. This includes all subcontractors and their workers. Contractors may include, but are not limited to: catering staff, cleaners, gardeners, tradespeople (e.g. plumbers, electricians and carpenters), bookkeepers, IT consultants, music tutors, sports coaches, construction or building workers.

**Visitor:** A member of the public who visits the school. Visitors may include, but are not limited to: parents/carers; prospective parents, students and employees; invited speakers and presenters; public officials; persons conducting businesses; health professionals; DFFH employees; auditors; Victoria police; WorkSafe Victoria inspectors.

**WWC Check:** Working with Children Check

## ROLES AND RESPONSIBILITIES

The **school board** is responsible for:

- reviewing and endorsing the Contractors and Visitor Policy; and
- monitoring compliance with this policy and related procedures.

The **principal** is responsible for:

- communicating this policy to students, staff, parents/carers and the school community;
- ensuring that contractors and visitors have obtained any relevant screening checks;

- implementing processes and procedures for the induction and training 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 is reasonably practicable;
- permitting or denying entry of any person to school premises, as appropriate; and
- acting if a contractor or visitor fails to comply with this policy.

The **staff** are responsible for:

- understanding their obligations under this policy, related procedures and legislation; and
- reporting any breaches of this policy to the principal (or delegate).

The **contractors 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; and
- ensuring that their actions do not put the safety of any child or young person at risk.

Fulfilling the roles and responsibilities overlined above does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

## **ENGAGEMENT OF CONTRACTORS**

The school is not a public place. Contractors and visitors are not permitted to enter school premises without permission. The principal (or delegate) may permit or deny entry to school premises to any person.

### **Contractor Recruitment**

When recruiting contractors to engage in child-connected work, the recruitment advertisement will include clear statements that set out the:

- job's requirements, duties and responsibilities regarding child safety and wellbeing; and
- occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

### **Contractor Agreement**

When engaging contractors for the provision of services, the school will enter a written contract with the provider. In circumstances where the contractor provides the contract agreement, the school will require additional documents to be read and signed as outlined in this policy, prior to commencing at the school.

### **Contractor Register**

The school will keep a Contractor Register, accessible to relevant staff and kept up-to-date by the Business Manager (or delegate). The Contractor Register may contain the following information:

- company/individual name;

- services provided;
- contact details;
- public liability insurance policy;
- workers compensation insurance policy (where applicable); and/or
- evidence of screening checks (for example, proof of identity, drivers licence, WWC Check, Construction Induction Training (White Card), police check etc).

## SCREENING OF CONTRACTORS AND VISITORS

When engaging contractors and/or visitors to perform child-related work, when reasonable and appropriate, we collect and record:

- proof of the person's identity and any professional or other qualifications;
- the person's history of working with children; and
- references that address suitability for the job and working with children.

### Working With Children Checks (WWC Check)

Contractors and visitors who are engaged in child-related work must have a valid WWC Check prior to commencing work at the school.

Contractors and visitors who are not engaged in child-related work may be required to have a valid WWC Check. The school reserves the right to undertake screening checks for any contractor or visitor at its discretion if considered necessary for any particular activity or circumstances.

For the avoidance of doubt, contractors and visitors must provide evidence of a valid WWC Check for verification before commencing work at the school:

- if they are regularly present at the school; and
- if students can be reasonably expected to be present during the time they are on the school premises, even if direct contact with students is not a central part of their normal duties.

It is the responsibility of contractors and visitors to:

- apply for and obtain a valid WWC Check;
- provide the school with a valid WWC Check card; and
- notify Working With Children Check Victoria that they have commenced work at the school.

The school will securely store a digital copy of all WWC Check cards, and will note the card number, expiry date and type.

Where a contractor or visitor is required to have a WWC Check, the principal has the discretion to accept evidence of a WWC Check application in order for the contractor or visitor 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.

## Other Screening Checks

The school may require contractors and visitors to provide evidence of other screening checks, including but not limited to:

- Proof of identity
- Construction Induction Training or 'White Card'
- NDIS Worker Screening Clearance
- Qualifications
- Referees
- Police Check

If arrangements are made for contractors to work on the premises when students are not present or not reasonably expected to be present (e.g. after school hours, on weekends or during school holidays) the school may engage the contractor without a WWC Check. However, the school will still require other screening checks to be provided.

In an emergency, it may be impractical or impossible for the school to undertake screening checks for contractors. In this situation, the school will ensure that contractors are supervised at all times, including at entry and exit points to the school and that students are kept away from the work site.

## INDUCTION OF CONTRACTORS AND VISITORS

The school will assess the type of work which contractors and visitors are required to do and whether they may come into contact (directly or indirectly) with students. This will determine the level of induction required by the school, and the nature of the ongoing supervision to ensure contractors and visitors perform their roles in a way that promotes child safety and wellbeing.

As part of the induction process, contractors and visitors will be required to confirm their understanding of child safety at the school, as outlined in the policies below. The level of understanding required will be determined by the nature of work performed:

- Wellbeing Policy
- Child Safety Policy
- Child Safe Code of Conduct
- Reporting Obligations Policy

In some cases, a signature may be required by contractors and/or visitors to confirm they have read and understood the child safe policies and code, prior to commencing with the school.

Contractors involved in child-connected work at the school will participate in child safety and wellbeing training. This includes a focus on:

- understanding child safe policies, practices and codes;
- completing online training modules annually;
- understanding reporting obligations; and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

## MANAGEMENT OF CONTRACTORS AND VISITORS

### General Expectations

Contractors and visitors must:

- behave in a way which is consistent with the ethos, values and philosophy of the school;
- be respectful and courteous in all dealings with staff, students, parents/carers and family members, and members of the public;
- comply with any reasonable direction given by a member of staff;
- ensure 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 report any risks, hazards, incidents, accidents and injuries to the Business Manager (or delegate);
- 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 regarding an allegation made under the Reportable Conduct Scheme.
- raise a concern or make a complaint in accordance with the process set out in the school's Concerns and Complaints Policy.

Contractors and visitors must not:

- interact with student unless it is part of their scope of work, including via electronic communications (e.g. email, social media, SMS and instant messaging);
- be under the influence of alcohol or drugs when on school premises at any time;
- smoke or vape;
- use offensive language, including swearing; or
- use student toilet facilities.

Any contractor or visitor who is found to have breached these expectations may be asked to leave the school premises.

### Signing In

During school hours (8.30am - 4.30pm), contractors and visitors must report to the Front Office on arrival and departure. They must:

- sign in;
- provide proof of identification, upon request;
- provide proof of their WWC Check, where required by this policy;
- wear a visitor's tag/lanyard at all times; and
- return to the office upon departure, sign out and return the tag/lanyard.

During out of school hours, contractors and visitors are required to use the school's QR code to sign in on arrival and sign out on departure. In such cases, the location of the QR code will be communicated to the contractors or visitors.

### **Emergency Procedures**

In the event that contractors and/or visitors are on school premises during an emergency procedure (either a lockdown or evacuation) they must follow the school's procedures, and sign out before leaving the school.

Evacuation: Contractors and visitors on school premises move to the Assembly Point (near the rotunda in Commonwealth Reserve) to sign out.

Lockdown: Contractors and visitors on school premises move to the nearest classroom and follow lockdown procedures.

### **Site Access and Security**

The school will assess the type of work which contractors and visitors are required to do and the most appropriate time for the work to be done, upholding the importance of child safety and wellbeing. The school will also determine the most appropriate location for contractors and visitors to use on the school premises.

The school holds that scheduled contractor work involving building and grounds maintenance and construction is to be done outside of school hours when students are not present, with the exception of emergencies which require immediate attention. In such cases, contractors will be required to:

- assess the potential dangers for students and apply control measures to minimize risk;
- section off the work site to prevent students from entering;
- ensure tools and equipment are out of reach of students and put away when not in use; and
- be supervised by a staff member.

When contractors are engaged to work out of school hours, the school will make arrangements for a staff member to provide access to the school premises. By doing this the school prevents the need to share keys and alarm codes with contractors and visitors. However in rare circumstances contractors may require keys and an alarm code to fulfil their scope of work (e.g. cleaners). In such cases, the school will:

- create an independent alarm code which notifies the principal and business manager when the contractor is on and off campus;
- ensure security cameras are in use; and
- have a signed agreement which outlines the expected use of keys and actions that will be taken if the agreement is breached.

### **Parent Visitors**

The school understands that there may occasionally be reasons why a parent/carer may wish to speak to or see their child at school during school hours.

The school requests that parents/carers avoid arranging to visit their child at school wherever possible, as this can cause disruptions to the school day. Parents/carers are not permitted to enter the school premise to speak with their child without seeking permission from the school. Parents/carers must call the Front Office to make a request to speak to or see their child during school hours.

Parents/carers who visit school premises during school hours, other than for the purpose of engaging in a school activity (e.g. school pick-ups or drop-offs) or attending a school event or function (e.g. parent-teacher interviews) must sign-in and sign-out as a visitor at the Front Office.

Any parent/carer who is prohibited from entering school premises under a court order or direction of the principal is not permitted to visit the school.

### **Contractor Reviews**

The school will periodically review the performance and conduct of contractors engaged in child-connected work, including but not limited to:

- an assessment of the quality of the service;
- an assessment of the existing agreement/scope of work;
- alignment with the schools strategic direction, philosophy, culture and ethos; and
- compliance with the school's child safety and wellbeing policies and procedures.

The termination of a contractor's agreement may occur in situations where:

- the contractor does not comply with relevant policies, procedures and codes;
- the contractor's performance is unsatisfactory; or
- the service is no longer required by the school.

### **BREACH OF THIS POLICY**

If contractors or visitors fails to comply with this policy, the school may respond in a number of ways, depending on the nature of the breach, which may include but is not limited to:

- 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.

### **COMMUNICATION**

This policy will be communicated in the following ways:

- made publicly available on school website;
- shared with contractors and visitor on engagement;



- shared with staff through the document storage system and staff meetings; and
- shared with parents/carers through the school intranet.

## RELATED POLICIES

- Wellbeing Policy
- Child Safety Policy
- Reporting Obligations Policy
- Privacy Policy
- Record Management Policy
- Volunteers Policy

## SUPPORTING DOCUMENTS

- Contractors Register
- Child Safe Code of Conduct
- Contractors Agreement
- WWC Check Register

## REVIEW

The school board and principal will review the Contractors and Visitors Policy every second year, or following a major incident.

## ENDORSEMENT

<b>Drafted on</b>	January 2024
<b>Endorsed by</b>	School Board
<b>Endorsed on</b>	February 2024