

# Volunteers/Teachers in Training/Contract Workers Policy

## Purpose

Carrum Downs Secondary College is committed to the safety of all children and young people. Carrum Downs Secondary College recognises that strong community involvement in the College is critical in student development and learning. Volunteers, Teachers in Training and Contract Workers are valued partners in the running and development of our College. As the College is an educational institution and not a public place the safety and privacy of students and staff is our highest priority.

## Aim

- To ensure that the safety of the College community is not compromised by workers not employed by the College.
- To ensure that the safety of workers not employed by the College.

## Implementation

- All workers not employed by the College are expected to comply with all College Policy and Procedures as set out in the Policy Handbook.
- All visitors must fill in the Visitors Registration Book at reception and visibly wear the Visitor Pass at all times within the College grounds.
- All workers not employed by the College must have a Working with Children Check or Criminal Records Check or be accompanied or overseen by a member of College Staff and/or be working in an area of the College with no student contact.
- Regular contractor's Working with Children Check detail must be recorded and kept on file.
- All workers not employed by the College are to follow all Occupational Health and Safety Guidelines including emergency management procedures. Evacuation Procedures are to be followed and are posted in every room and building in the College.

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*