



PBISS

International School

Visitor and Volunteer Policy



1. Purpose of the policy

1.1 To provide an environment which is safe for those attending Panyadee, the British International School of Samui (PBISS). PBISS will endeavour to ensure that all Board members, staff, volunteers, visitors and onsite contractors are appropriate individuals to be involved in child-related work. The Visitors and Volunteers Policy assists to support PBISS's zero tolerance of child abuse, by preventing those that pose a potential risk to the safety of children from working with students, in both paid and unpaid work environments. The Visitors and Volunteers Policy is an important part of PBISS's recruitment process to ensure the safety, welfare and wellbeing of all students within the school and assists to support our's zero tolerance for child abuse and neglect.

2. Rationale

2.1 To increase the experience of the cultural and social features of the community, the School is encouraged to:

- Ensure parents/guardians partner in their children's development.
- Create strong partnerships with community services, schools, businesses and the wider community.
- Ensure the safety and protection of all the students.

3. Implementation

3.1 Visitors are defined as all people other than staff members, students and parents/guardians involved in the task of delivering or collecting their children at the start or end of the school day.

3.2 Visitors to schools may include, but are not limited to:

- Prospective parents, guardians and employees. Those who are addressing a learning or development need such as:
 - Parent and community volunteers or invited speakers
 - Sessional Instructors or representatives of community, business and service groups
 - Government officials.
- Those who are conducting business such as:
 - Uniform suppliers
 - Booksellers
 - Official school photographers
 - Commercial salespeople
 - Tradespeople
 - Contractors
 - Children's services agents

- Talent scouts
- Other visitors may include:
 - Department of Health and Human Services
 - Child Protection
 - Police
 - Persons who are authorised to enter into the school premises for a specific purpose (eg. Work Safe or Environmental Health Officers). In such cases School procedures should set out;
 - Processes for checking the identification and authorisation of such persons
 - The process for the recording of their attendance
 - Which staff member should facilitate the entry on to the School premises in a manner consistent with the authorisation.

3.3 Volunteers are members of the PBISS community who volunteer their time to assist the School in a variety of ways that may involve working with students in an unsupervised role (eg. coaching a sporting team).

3.4 Volunteers will be assessed for their suitability to work at PBISS by the Headmaster or governing board. This assessment will be made in relation to the skills and contributions being offered, and after verification of the person's good character.

3.5 Volunteers are defined as persons who voluntarily engage in school work or approved community work, without payment or reward. School work means:

- Any activity carried out for the welfare of a school, any parents' friends or any other body organised to promote the welfare of the school.
- Any activity carried out for the welfare of the school at the request of the Headmaster or Board.
- Providing any assistance in the work of school class activities internally or externally from the School.

3.6 All visitors and volunteers are required to report to the Administration Office prior to undertaking any activity within the school, where they will be required to sign in and be assigned a visitor's badge. Visitors and/or volunteers will then be required to report to the Administration office upon departure and sign out whilst returning their visitor badge.

3.7 Visitors and volunteers will be provided with directions, an induction if required, and will be made aware of any works that may impact their safety or comfort within the school. Visitors will be accompanied by staff during school hours.

3.8 All visitors and volunteers not conforming to the policy will be redirected to the Administration Office by a staff member, where the issue will be resolved.

3.9 Visitors and volunteers must comply with directions of PBISS staff if an emergency or lockdown takes place whilst they are on the school site. Regular visitors and volunteers to the school should familiarise themselves with the procedures to ensure that they are well informed should an emergency occur.

3.10 The Procedure School policy and procedures regarding visitors to the PBISS site must, as a minimum, require all visitors and volunteers arriving and departing during School hours to sign in and out at the Administration Office.

4. Volunteer Selection Procedures

4.1 Volunteers will be assessed on their suitability to work at PBISS by the Headmaster, a relevant Head of School or selected delegate. This assessment will be made in relation to the skills and contributions being offered, and after verification of the person's good character.

4.2 Volunteers will be required to complete an induction training session which will identify PBISS's processes and procedures and information relative to child safety. Volunteers will be required to sign off on the Child Safety Policy, the Staff Code of Conduct, a Volunteer Agreement (which includes a confidential declaration section), a Volunteer Involvement and Registration Form (see Appendix 1 & 2).

4.3 All signed documentation will be required to be submitted to the Administration Office prior to the commencement of work within PBISS.

4.4 Volunteers offering to assist in programs where students are involved will be asked to provide:

- Details of relevant qualifications, experience and other information relevant to the programs. The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.
- If possible, 'A Working with Children Check' or similar verifiable clearance.

4.5 The Headmaster, a relevant Head of School or selected delegate, is responsible for determining eligibility to work as a volunteer at the College. Any applicant not accepted for volunteer work will be advised in writing.

5. Sequence of Process for Volunteers

1. Make informal contact. PBISS shall determine its need for volunteers.
2. Provide PBISS with their background information and requested verifiable clearance.

3. Attend an informal interview.
4. Attend induction training.
5. Sign agreement, confidentiality declaration and Child Safety Policy and Staff Code of Conduct.

6. PBISS's Responsibilities to Volunteers

6.1 A staff member will be allocated to supervise a volunteer in each of the areas he/she works.

6.2 Accurate records are to be completed for all volunteers' training and work details.

6.3 Provide volunteers with full induction training that will include:

- Child Safety Policy and Staff Code of Conduct
- Occupational Health and Safety procedures
- Duty of Care responsibility
- Confidentiality requirements
- Any relevant training for the specific volunteer area of work.

7. Procedures for Management of Volunteers

7.1 Volunteers will be matched with the work that is suitable to their skills, interests, time commitments and health status.

7.2 Changes to a volunteer's area of work or time commitment will be made with full consultation.

7.3 Supervising teachers will be available to discuss volunteers' concerns as they arise.

7.4 Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised one on one with students.

8. Volunteers' Responsibilities

8.1 The volunteers' most important responsibility relates to his/her duty of care to children and ensuring their utmost safety no matter their individual need/s.

8.2 For volunteers', respecting the rights of children means they must not:

- Work unsupervised one on one with children
- Be involved with toileting students
- Assist in change rooms/sick bays unless directed by a teacher and only in facilities of the same gender as the volunteer
- Have unsupervised contact with students during break times o Encourage affection from or dependency in students (including the giving of presents)
- Have intentional physical contact with students, the supervising teacher will provide the comfort/first aid that might be required to the distressed student
- Display bullying or intimidating behaviours towards students.

9. Volunteers must

- 9.1** Refer all student concerns or behaviour issues to the supervising teacher whilst respecting the confidentiality requirements of PBISS.
- 9.2** Comply with all relevant policies, procedures and guidelines.
- 9.3** Refer all requests to access school files to the supervising teacher.
- 9.4** Sign in and out at the Administration Office upon arrival and departure from the school site.
- 9.5** Wear the provided visitor badge at all times.
- 9.6** Notify the College as early as possible if they are unable to fulfil their volunteer commitment.

10. Cancellation of Agreement

10.1 When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- Has no more suitable work available.
- Fails to follow requirements outlined in the Visitors and Volunteers Policy and elaborated through the induction training.
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to PBISS. Publication and Accessibility to Policy

Appendix 1 - Volunteer Agreement

As a volunteer at Panyadee, the British International School of Samui (PBISS) I agree to:

1. Work as a volunteer in the area/s of: _____

2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the Executive Leadership Team.
3. Keep all school-related matters confidential and under no circumstances approach parents or community members in relation to issues arising at PBISS. I understand this is the responsibility of the Headmaster.
4. Abide by the terms and conditions detailed in the Volunteer policy.

As a volunteer

5. I have participated in an induction program and I understand my responsibilities regarding child safety, mandatory reporting, occupational health and safety, the duty of care to students and confidentiality. I have also received any relevant training specific to my area of volunteer work.
6. I understand that if I breach any of the able agreements my services as a volunteer may be terminated.
7. I (name) _____ have read the Child Protection Policy and understand my obligations in regards to child safety.

VOLUNTEER

Name

Signed _____ Date

PRINCIPAL (or DELEGATE)

Name _____ Title

Signed _____ Date

Appendix 2 - Volunteer Involvement & Registration Form

Surname: _____ First Name:



Address:

Home Phone: _____ Mobile:

I am willing to do the following (please circle)

Arts and Crafts

Student Supervision

Assist in Library

Assist in Uniform Shop

Parents and Friends

Assist in Camps

Perform Cleaning Tasks

Assist with Excursions

Photocopying

Assist with Reading

Promotional Work

Book Filing Cabinet

Receptionist duties

Book Covering

School Camps

Exam Supervision

Sport / PE

Hospitality and Catering

Story Writing

Laminating

Textiles

Music Department

Odd jobs

Other

Other: do you have skills that would be helpful to the school, or are there other ways that you know you can help? Please give details and forward to the school.

Appendix 2 (cont.) - Volunteer Registration

Surname: _____ First Name:



Address:

Home Phone: _____ Mobile: _____

Days / Hours Available to Volunteer: _____

Preferred Volunteer

Activities: _____

Any relevant Work Experience:

—

Any other relevant details:

—

Reasons for wishing to volunteer work at Panyadee, the British International School of Samui:

—

Referee 1 Name: _____

Phone: _____

Email address: _____ Connection:

Referee 2 Name: _____

Phone: _____

Email address: _____ Connection:



Referee 3 Name: _____

Phone: _____

Email address: _____ Connection:

Office Use Only: Principal Signature (or Delegate): _____

Date: _____ Employed on: _____

Activity Area: _____

