

Safe School Expectations Undertakings for Contractors and Volunteers

Please note that if you are engaged in a school for work or in a voluntary capacity it is important that you understand children can be vulnerable and need to be protected by safe and trusted adults. Your right to work or volunteer in a school is conditional on understanding that children need to be protected and that you adhere to the conditions listed below. At any time, this right can be revoked if these conditions are not complied with.

1. On arrival **proceed immediately to reception and sign on** prior to any work occurring. You will be issued with a visitor tag /id that you must wear whilst on site. Staff and students will look for this tag as you move through the school.
2. Leave your **mobile phone number at the reception** in case the Principal needs to contact you.
3. The student bathrooms are for **school students only**. Staff/Adult toilets are available should you require – please ask reception for directions.
4. **Canteen facilities** use requires permission from the Office staff.
5. **Drinking alcohol, using illicit drugs or smoking** on school grounds is not permitted
6. **Interacting with students** outside the course of the approved work you are providing to the school is not permitted. If a student approaches you or you see student behaviour that concerns you advise the teacher closest to you or Principal.
7. **You should not be alone with any student** particularly in a closed room (unless approved by the Principal as it relates to the work you are undertaking).
8. **Exchanging phone or mobile numbers** with any student or connect with them through any social media is not permitted.
9. **You are not permitted to take photos of students**, share photos of students or store photos of students on any device.
10. Understand that as a contractor or volunteer **you may be subject to NSW child protection legislation** relating to reporting Risk of Significant Harm (Children and Young Persons (Care and Protection) Act 1998 and Allegations Against Employees (Children’s Guardian Act 2019).

As a contractor/volunteer you may be required to be supervised during the time you attend the school.

I have read the attached. I understand points 1-9 and undertake to adhere to these requirements.

