



---

## Visitors to the School

### Code of Conduct

Lutheran Schools have always encouraged parents and friends of the school to be involved and feel part of the school. We hope parents and friends always feel welcome, but sadly, unwelcome visitors and inappropriate conduct have necessitated more formal arrangements for school visits to ensure safety of staff, students, and visitors.

Visitors/parents do not have the freedom of the school's buildings and should not assume the liberty of entering classrooms or areas at the school site key to students' activities, without invitation.

- Clear signage at the entrance to the school indicates the 'visitor procedure.'
- All visitors must 'sign in' and sign out' when visiting the school.
- 'Visitor' badges are to be pinned on whilst on the school premises.
- One 'sign in' book should be for regular approved helpers.  
**Note** even helper volunteers are required to meet certain criteria, as indicated by the Principal, as part of the safety expectations.
- Guided tours for visitors should be by arrangement.
- Visitors need to consult with staff before any student is engaged in formal discussion, ie, we encourage students to be courteous and helpful to visitors, but not engage in other matters without staff approval.
- These policies ensure that the school is a safe place for everyone.

## Volunteers

We believe that volunteer workers in schools can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. It is a requirement that volunteers undergo induction training and have Ochre Cards.

It is a requirement and seen as absolutely vital that parents/volunteers working with students agree to complete confidentiality agreements. A signed form is a requirement prior to commencing any volunteer work at Living Waters Lutheran School.

## Volunteers' Responsibilities

- All volunteers/visitors must 'sign in', 'sign out' at the front office.
- All volunteers must wear a name badge at all times.
- All volunteers must advise the school as early as possible if they are unable to fulfil their volunteer commitment.
- All volunteers must avoid working alone with a student when out of sight of the supervising teacher.
- All volunteers must avoid showing affection toward a student eg giving presents.
- All volunteers must not have intentional physical contact with a student, teachers will provide comfort and support to students and authorised personnel will administer first aid.
- All volunteers must not attempt to intimidate a student, bully a student or threaten a student.
- Any concerns regarding a student's behaviour must be referred to the supervising teacher.