

# VOLUNTEERS AND VISITORS

IN TASMANIAN GOVERNMENT SCHOOLS

DEPARTMENT OF  
EDUCATION  
*learners first*



## Did you know?

Volunteers and visitors are welcomed into the school environment as valued school members and role models. This includes parents and carers, and friends of the school.

- It is also important that schools manage and supervise volunteers and visitors at the school and school activities.
- Schools need to have a way of identifying volunteers or visitors, which may include visitors having specific areas/times for visiting and sign-in processes.
- Schools are required to ensure that volunteers have the appropriate approvals to work with children, such as a Registration to Work with Vulnerable People (RWVP).

## Do I need a RWVP?

- All Department of Education employees, volunteers (including the School Association Committee), contractors and external providers are required to maintain a current Tasmanian RWVP.
- You will need proof of a current Tasmanian RWVP to be a volunteer at your child's school or school activities.
- If you are simply visiting your child's school (i.e. are invited to attend particular school events or activities at your child's school) you will not require a RWVP.

- You do NOT require a RWVP to:
  - » Drop off or collect your child, including a short period of settling your child in class where the teacher is present.
  - » Attend school events such as assemblies, school sports carnivals, plays and concerts, whole-school events (where you are not a direct participant and/or do not assist in the organisation or operation of the event).
  - » Attend school activities for parents or public events such as a parent information evening, parent/teacher meetings, school fairs, opening of new school facilities or programs, or to hear a guest speaker (where you do not assist in the organisation or operation of the activity).

## How do I apply for a RWVP?

- The Tasmanian Department of Justice administers the RWVP process and applications.
- It may take up to six weeks for an RWVP to be issued and the application cost is paid by the applicant, not the school.
- More information is available at <https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>.



## How do we work together for a safe school?

- While on school grounds or at a school activity, everyone has the right to be safe and be treated fairly and respectfully.
- Volunteers and visitors are expected to behave in a way that supports a safe school environment, in line with the school's policy for volunteers and visitors.
- This means that everyone at our school agrees:
  - » We behave in a safe and respectful manner
  - » We use constructive and appropriate language
  - » We treat school property with respect
  - » We work together to support learning
  - » We cooperate with staff instructions and school procedures
  - » We drive slowly and carefully on school campus
  - » We behave in line with our school's behaviour policy.
- If unacceptable behaviour is displayed on school grounds or at a school activity the principal (or their delegate) may ask you to leave. Note: a request by a principal that an adult leaves must be respected and complied with under the *Education Act 2016*.

## Where can I get more information?

- Your child's school would welcome the opportunity to talk to you about their policy for school volunteers and visitors, and the Registration to Work with Vulnerable People requirements.



Published: June 2018



State of Tasmania (Department of Education)