



## Statement of Practice – Working with Vulnerable People

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This statement of practice outlines the expectations we have for the behaviour of visitors and workers when attending St John the Apostle Primary School, Florey.

At St John the Apostle, we are committed to reduce the risk of harm or neglect to vulnerable people. In the ACT, adults working or volunteering in a regulated activity needs to have a background check.

Related CECG Policies and ACT regulations:

- CECG Visitors to the School Policy including '[Volunteer Declaration Form](#)'
- CECG Working with Vulnerable People Check POLICY (ACT)
- CECG [Events and Activities Policy](#)
- ACT Working With Vulnerable People Scheme

St John the Apostle, the following supporting documents are linked on the website:

- Safeguarding Processes at St John the Apostle
- Volunteers Code of Conduct
- Classroom Assistance Agreement Form
- St John the Apostle WWvP Tracker – spreadsheet is housed in Executive Google Drive

### **Definitions**

- **Staff**  
Adults employed by CECG to work directly at St John the Apostle. This includes teachers, learning assistants, admin and janitorial staff (permanent, casual, and temporary)
- **Visitor**  
Anyone attending school other than regular staff and students at the school. For example: students from other schools; parents attending the school for meetings or activities; Catholic Education Office staff; short-term contractors; volunteers supporting classroom activities, people providing therapeutic services in school.
- **Worker**  
All people carrying out work for Catholic Education CG including employees (permanent, casual, and temporary), preservice teachers, contractors and sub-contractors, volunteers, apprentices, work experience students, or a minister, priest, or other religious leader or member of a religious organisation.



## Statement of Practice – Working with Vulnerable People

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- Regulated activity  
an activity, service or support provided to vulnerable people.
- An 'Adult' is considered a person 16 years or older.

### **Agreed Procedures**

#### Staff

- We have a spreadsheet on the Executive Google Drive, that records all Staff WWVP card details and expiry dates. The spreadsheet is checked by Office Administration and our AP periodically to ensure expiry dates are valid.
- The Principal is notified via email if the WWvP is due to expire.
- We reach out to staff whose cards are due to expire if we have not received a copy of the new card or the correspondence from the ACT Government regarding renewal.
- Copies of the staff cards (both sides) are kept on file in the office.
- All relief staff WWVP cards are copied upon their first visit to the school. A copy is added to the file in the Front Office and their name entered in the spreadsheet.
- Relief staff are required to sign in each time they are working at the school and enter their WWvP card number on the Compass Kiosk.
- All staff are required by the WWvP scheme to carry their valid card with them whilst 'engaging in a regulated activity'. ie: working at school. We can check this at any time.
- Staff are required to instruct and supervise visitors and workers to maintain the safety of children in our care.
- Staff are asked to guide classroom helpers through the Classroom Assistance Agreement Form. This form is signed and filed in the office.

### **Visitors and Workers coming into the school**

\* When a visitor or worker presents to the Front Office, they will be warmly greeted by our Office staff.

- All visitors and workers are asked to give the name of the person they are visiting and their purpose. Staff will ask for their WWvP card if the visit falls under the definition of a regulated activity.
- The Safeguarding Processes at St John the Apostle (available on our website) and the Access Canberra WWvP website contain the definitions of a regulated activity.



## Statement of Practice – Working with Vulnerable People

---

- A photocopy of card details of visitors undertaking regulated activities will be added to our WWVP files.
- If they are working in the classroom/school we ask them to sign in via the Compass Kiosk. We provide a visitor sticker to be worn onsite so they are easily identifiable as someone who has been to the office and registered their visit. Workers with a CECG 'name tag' may wear their ID.
- If they are working in a classroom, visitors are asked to sign the Classroom Assistance Agreement Form to respect the privacy and vulnerability of students and staff.
- We do not accept a digital copy of the WWVP card. Visitors without a card are asked to reschedule their visit or to retrieve the card and return.
- Office staff will determine the appropriate level of supervision for visitors/workers depending on activity.
- Visitors and Workers must only use staff or individual disabled toilets, not student toilets, during their visit during regular school hours.
- All pre-service and work-experience students meet with the Assistant Principal (or delegate) to be instructed in our Safeguarding Processes and Codes of Conduct.
- All visitors and workers must respond to emergency signals and follow the directions of staff. The wardens will account for their presence.
- The right of entry of a visitor is at the Principal's discretion. This permission can be withdrawn at any time by the Principal, or their delegate.

### Visitors and Volunteers for Events / Carnivals

- Adults attending activities, such as assemblies or school masses, are not considered as participating in a 'regulated activity'. Visitors at these activities are required to follow the directions of staff. Students are supervised by teachers at these activities.
- If it is a Compass Event, we ask volunteering adults/parents to provide details of their WWVP and then present their card to the Front Office or Event Desk (if offsite) prior to volunteering at the event, or confirm details are already on our records. Volunteers will need to ensure they have their WWVP card on their person. If they do not have a WWVP card, and meet the criteria, they can sign a CE Volunteer Declaration form. Staff will provide this form.



## Statement of Practice – Working with Vulnerable People

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- All volunteers are asked to sign on when assisting at school events, like carnivals and fundraising events. Organising staff are required to produce the sign on sheet, having already ascertained WWVP requirements.