

# Stanhope Primary School



## Visitor & Contractor Handbook

Welcome to our school. Please take time to read this handbook as it contains particularly important information regarding the safeguarding of children and school procedures and expectations for visitors on our site.

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### **About Our School**

Stanhope Primary School maintains a strong and expansive involvement with the local community.

Our school values have Lifelong Learning as the core focus and encompass Learning, Success, Respect and Citizenship. These values underpin all aspects of our work in and around our school and community.

The School Wide Positive Behaviour System is central to our teaching and learning program and reinforces concepts of resilience and persistence. Three tenets are basic to our behavior system. Be Open to Learning; Be Respectful; Be a Good Citizen

We promote the safe and responsible use of the internet through programs such as eSmart and Cybersmart, which assist in the development of positive digital citizenship.

There is a wide range of opportunities for student voice to be expressed and School Leaders take on many roles including the running of the weekly school assembly, Remembrance Day service, and other school and civic responsibilities.

### **General Information for Visitors to Stanhope Primary School**

#### **Hours**

School start:	9.00 am
Lunch:	11.00 -11.45 am
Recess:	1:45 - 2.15 pm
Dismissal:	3.15 pm

#### **Signing In and Out**

A visitors' signing in book is kept in the small reception area in front of the School Office. Please remember to sign in and out every time you visit school.

#### **Car Parking**

We have limited spaces in the school car park. Please park safely and legally with due regard for other car park users and students and other young people who may be in the vicinity.

## Code of Conduct

A child safety code of conduct is intended to promote child safety in the school environment. A child safety code of conduct spells out professional boundaries and acceptable and unacceptable adult/child relationships and behaviour.

**Our school believes that all individuals should be treated fairly and with respect and that a positive approach to behaviour is essential in fostering a school climate within which personal responsibility and self-discipline will be fostered and encouraged. Therefore everyone has responsibilities.**

### Acceptable Behaviours

All Visitors and Contractors to Stanhope Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, by:

- adhering to Stanhope Primary School child safe policy at all times / upholding Stanhope Primary School statement of commitment to child safety at all time.
- taking all reasonable steps to protect children from abuse.
- treating everyone with respect.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification).
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities).
- ensuring as far as practicable that adults are not left alone with a child.
- reporting any allegations of child abuse to Stanhope Primary School Child Safety Officer , the school Principal, and ensure any allegation to reported to the police or child protection.
- reporting any child safety concerns to Stanhope Primary School Child Safety Officer the school Principal.
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe .
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Stanhope Primary School Child Safety Officer, the school Principal.

## **Unacceptable behaviours**

Visitors and Contractors must not:

- ignore or disregard any suspected or disclosed child abuse.
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps).
- put children at risk of abuse (for example, by locking doors).
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- exchange personal contact details such as phone number, social networking sites or email addresses.
- photograph or video a child without the consent of the parent or guardians.
- work with children whilst under the influence of alcohol or illegal drugs.
- consume alcohol or drugs at school or at school events in the presence of children.

## Visitor & Contractor Code of Conduct Agreement

I confirm that I have read and agree to abide by Stanhope Primary School's Code of Conduct for Visitors & Contractors.

Name/Employee:			
WWC No:		Expiry:	/ /
Name/Employee:			
WWC No:		Expiry:	/ /
Name/Employee:			
WWC No:		Expiry:	/ /

Company Name:			
Purpose of Visit (Goods or Service):			
Contractor Licence or Certificate No:			
Contractor Public Liability Insurance Company:			
Policy No:		Expiry:	/ /
Amount Insurance Coverage:	\$_____ million		
Contractor Workers Comp. Insurance Company Policy No:		Expiry:	/ /

**Visitor / Contractor** (*circle one*) Other: please specify \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return signed slip to the school office.  
This form needs to be completed and returned annually.