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## **CONTRACTORS, VISITORS and VOLUNTEERS INFORMATION AND REQUIREMENTS**

The following information relates to school requirements pertaining to contractors, visitors and volunteers entering this school and must be adhered to.

### **Work Area Access Permit**

It is a Department of Education (DoE) requirement that all contractors, visitors and volunteers working in any school must complete a Work Area Access Permit (WAAP). The permit is valid for the dates entered. A new permit must be generated and signed upon the expiry of a previous WAAP.

Open WAAPs are stored in the yellow binder folders in the Administration office.

Work is not to begin until the WAAP is signed by the contractor or visitor.

### **Contractor, Visitor and Volunteer Sign-In and Sign-Out**

ALL contractors, visitors and volunteers to the school must sign in and out each time they enter or leave the school grounds. This complies with DoE regulations.

No person should be on school grounds without signing in upon arrival. A visitor or volunteer badge must be worn at all times while in school grounds. A temporary badge for regular visitors may be obtained upon request from the Administration office staff.

The sign-in folders are stored in the Administration office.

### **Mandatory Annual Training**

It is a Department of Education requirement that all contractors, visitors and volunteers working in any school must complete the annual Mandatory Training program. In 2018 the program is titled Key Messages for contractors, visitors and volunteers. Mandatory Training accreditation remains valid for one calendar year.

ALL contractors, visitors and volunteers entering the school must complete the Mandatory Training program. Once completed, the Declaration and Attendance Register must be filled out, signed as required and stored for compliance.

The bottom section of the Declaration is to be kept by the individual and be made available for sighting at all times. This may take the form of a digital copy on a smart phone, or a paper copy retained in good condition.

Once the Mandatory Training has been completed at a school it is current for all schools for one calendar year. The Declaration can be shown to any school as requested.

The Attendance Register is to be retained by the school for audit purposes as per the current DoE Retention Schedule.

## **Working With Children Blue Card**

A current Queensland Working With Children Blue Card (Blue Card) **MUST** be held by any individual contractor or volunteer working within the school grounds. The card must be available for sighting at any time and so must be brought to the school for each work day. Custodial parents or custodial caregivers of students currently enrolled at this school do not require a Blue Card.

A copy of the Blue Card must be retained at the school office. Please ask the Administration office staff to photocopy the card. This is a Queensland Government requirement.

Blue Card application forms are available from the school Administration office.

Volunteers must have received their card and presented it for photocopying before they can work in any Queensland school.

A person receiving payment for their work with children must hold a Paid Blue Card. Application forms are available from the school Administration office. Payment to the Department of Justice and Attorney General is required and payment details are on the application form.

A person holding a current Blue Card obtained via an organisation other than Edens Landing State School **MUST** complete the Link to an Organisation form before beginning with this school. This is a mandatory Queensland Government requirement. Forms are available from the Administration office.

## **Responsibilities of the Principal**

As per Department of Education policy, the school Principal has the right to refuse any person entry to the school grounds or the ability to direct an individual to leave the school grounds immediately. The Principal has the discretion to prohibit the entry of any person for any period of time deemed suitable.

## **Parking**

Parking for contractors and volunteers is available at the front of the school in the public parking bays. Pedestrian entry to the school is via the front pedestrian gate and pathways.

Trade contractors engaged in work within the school grounds may park in the Administration cul-de-sac.

General parking is not available within the school grounds. Parking in the staff carpark or Administration carpark and cul-de-sac via the main school driveway is prohibited.