



St Michael's Primary School

3 – 5 Chapel Lane
BAULKHAM HILLS NSW 2153
Tel: (02) 9639 0518 Fax (02) 9639 6734

Building Child Safe Communities

At St Michael's we pride ourselves on being a safe, honest, respectful learning community. The children know these expectations very clearly and we work as a school community to promote in a positive way the ongoing development of each child in becoming safe, honest respectful learners.

Clearly as adults we also have a responsibility to contribute to developing a community culture of mutual respect, honesty, ongoing positive support, inclusiveness and belonging, engagement with learning and forgiveness. Parents and staff at St Michael's achieve this community culture as we work together for the benefit of the children because we keep these ways of communicating and interacting at the forefront.

To focus on maintaining and building St Michael's as a Child Safe Community there are also a number of procedures at school to keep children safe. These including signing children in at the office if you are running late, adhering to traffic and parking rules when dropping off or picking up your child, using the pedestrian crossing when crossing the road with your child, instructing your child to wait in the supervised areas at dismissal time, and signing in as a visitor if entering the school during school hours. At times in the busy life of parents these procedures may feel a bit inconvenient but that is certainly not the intention. These sorts of procedures are all about keeping children safe and we appreciate your support in teaching the children how to be safe by following these procedures.

Similarly, Catholic Education Diocese of Parramatta (CEDP) is committed to keeping children safe at all CEDP schools, Catholic Out of Schools Hours Care, Catholic Early Learning Centres and Trade Training Centres. Implementing a variety of practices that reduces potential risk forms part of our strategy to build child safe communities.

A range of checks and undertakings are required for people who work for or provide services, including the services of volunteers, to Catholic Education Diocese of Parramatta.

We warmly welcome volunteers at school in many activities including helping with reading, canteen, excursions, sporting events and community events. In these ways the opportunities provided to students are greatly enhanced by the contribution of volunteers.



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School Volunteers at St Michael's

Changes from May 2016

In order to become a school volunteer at St Michael's Primary school, all volunteers must now complete Steps 1 and 2 below:

- Go St Michael's website - <http://www.stmichaelsbhills.catholic.edu.au>
- Click on Parents, go to Parent Involvement, click on Child Protection Course. You will then be directed to the Catholic Education Office – Diocese of Parramatta website

<http://childprotection.parra.catholic.edu.au/home>

Complete Steps 1 and 2

- 1) **Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form** (New procedure across all CEDP schools)
- 2) **Step 2: Complete the online training module** (Updated content to be completed every two years)

You will receive a confirmation email once the form has been submitted. Your details are maintained confidentially in a central database and a copy of your confirmation is emailed to St Michael's for our records.

We thank you for your ongoing support.

Visitor sign in procedures

If entering the school grounds for any reason during school hours all visitors need to enter via the school office and sign in via our Visitor Kiosk iPad.

The touch screen will ask for details such as your name, who you are visiting and your mobile phone number. The purpose of the mobile phone number is to assist the school to account for all adults if there was a need for an evacuation or lock down of the school.

The iPad will also prompt you to take your photo the first time you use this Visitor kiosk. (Please note the photo will stay current for three months.) Once you have entered all your details an adhesive visitor's label with your name and photo will be printed for you to wear while you are on the school site. The visitor label must be worn at all times on the premises.

The first time you use the iPad it will take perhaps a few moments to become accustomed to the new technology so allow a little extra time. After the first use, the Visitor kiosk will not prompt you for as many details, as it will recall items such as your photo from your first visit.

Please stay within the designated areas of your visit. A visitor's toilet is available. Please obtain the key from the office staff.

The office staff will assist you as you sign in or assist you with any further information.