



## Visitor, CRT and New Staff Induction Policy

All visitors and new staff to the school and kindergarten, whether they be contractors, volunteers or casual relief teachers, require induction into the school and kindergarten to ensure they comply with the expected conduct of adults within the school and kindergarten, and the school and kindergarten's legal requirements, especially regarding child safety.

Anyone who is engaged in work, as an employee, a self-employed person, a contractor or subcontractor, a volunteer, a person undertaking practical training as part of an education or vocational course, that involves direct contact with children at the kindergarten and school must have a Working with Children Check, excluding people who are exempt as defined by the Working with Children Act (2005).

Exemptions for people doing child related work as listed in the Working with children Act 2005 are:

- Children under 18 years of age.
- Parents volunteering in an activity with their child. For example, if you are a parent volunteering in an activity which your child participates, or normally participates, you are exempt and do not need a check. This applies to times when the child may not be specifically in attendance due to illness.
- Family members and people who are closely related to the child. This may be a domestic partner of a parent of the child (married or unmarried), stepparent, mother or father in law, grandparent, uncle or aunt, brother, sister, half sibling, step sibling, brother or sister in law. This exemption does not apply to kinship carers. Kinship carers are carers who are closely related to the child but have full custody of the child through child protection. These carers do need a Working with Children Check
- Teachers who are currently registered with the Victorian Institute of Teaching.
- Police Officers.
- Interstate visitors. Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for: 1) several events or occasions if they have a check from another state or territory, or 2) one event or occasion if they do not have a check from another state or territory.

All new members of staff, fulltime or part time, cannot begin work prior to applying for a Working with Children and they must complete the Code of Conduct requirements for the school and kindergarten, prior to beginning their employment. All new staff will also be asked to fill in the Statutory Declaration regarding child safety. Casual Relief Teachers will also be required to complete the Code of Conduct requirements prior to beginning their employment, if plausible.

## Visitor Induction:

All visitors to the school and kindergarten, whether they are parents or other visitors, must sign in and out of the visitor's book, recording their name, signature, date, time and the purpose of their visit.

All visitors, must be verified in relation to the requirement of a Working with Children Check, or VIT registration prior to leaving the front desk.

Schools and kindergartens are not public places and the safety of student and staff is paramount. Ballarat Steiner School and Kindergarten promotes and protects the rights and well-being of children under all circumstances. We have a zero tolerance to child abuse.

## Casual Relief Teachers:

Employing a casual relief teacher (CRT) in a class teacher's absence is important for the smooth running of the school. The school aims to form relationships with CRTs who can get to know the school and the students, and upon whom we can call when the need arises.

For the process of employment of CRTs to run effectively, the management team is responsible for carrying out a thorough induction process with each CRT. The school teachers will work closely with CRTs to ensure all the required curriculum, class and classroom preparations are made.

It is irresponsible to assume that relief teachers know how to behave and how to manage and care for children, simply through their teacher training, whilst delivering content in a subject area and in a school environment that may be totally foreign to them. To ensure that relief teachers meet the expectations of the school, there must be a structured method to deliver this information to them.

As a broad summary, relief teachers are generally expected to:

1. Know their lesson content well.
2. Follow the lesson plans as set by the class teacher.
3. Prepare lessons if the class teacher has failed to do so.
4. Provide homework where requested by the class teacher and follow up on the homework.
5. Participate in and contribute to school activities.
6. Perform any rostered playground duty.
7. Provide proper and adequate supervision.
8. Ensure the safety and wellbeing of students.

We have formal induction programs for new staff, CRT's and volunteers because we know that there are high risk factors associated with the employment of staff and engagement of volunteers, including specific legislation relating to child protection.

Relief teachers are given the same responsibilities on a day-to-day basis regarding their duty of care to the children in the classes allocated to them, making a formal induction program vital.

Whether they are a casual, part time or a full-time teacher, Casual Relief Teachers are a member of the school staff and the expectations from the school with regards to their responsibilities for the teaching and the care of the students should be no less.

## CRT Induction

The Head of School will contact suitable teachers who have expressed interest in CRT work at the school. Suitable applicants will need to forward a current CV with references. The Head of School is required to ring at least two references for each CRT and ask specific questions regarding child safety issues. If appropriate responses are received, the Head of School will invite the applicants to observe a morning which the applicant will spend between classes 1 to 6.

The Head of School will also meet with the teacher together with the Business Manager to:

- discuss specific children's medical needs. A teacher who is responsible for a student who has an anaphylaxis management plan, must have training in anaphylaxis.
- discuss specific children's dietary requirements.
- discuss emergency management procedures.
- go through specific children's well-being needs.
- go through Child Safe policy and requirements, such as the reporting e-module.
- encourage questions in relation to Ballarat Steiner School and Steiner education in general.
- run through daily lesson structures, school subjects and general discipline approach.
- go through CRT duties - follow lessons left by teacher or prepare one if teacher is unfit to or has failed to do so, cover playground duties, become familiar with the school's child safety policies.
- explain the need for CRTs to provide written feedback to the teachers after each CRT day covered.
- support the participation and contribution to school activities.
- help the CRT to become familiar with school policies- food, dress, behavior management, communication, confidentiality, and child safety.
- discuss clear expectations of appropriate behaviour of the CRT in relation to students.
- recommend further readings on Steiner education.

The Head of School will report to the College on the suitability of those applying for CRT work before any individual is offered employment as a CRT. Only when the College is comfortable with the CRT being added to the CRT list, will the Head of School or a delegated teacher contact the CRT for employment. A photocopy of the teachers VIT card and their certificate of completion of the reporting e-module must be kept in the teacher's file.

Relief teachers will be encouraged to join the school staff on professional development days for the professional development programs. This ensures they develop relationships within the general staff body and assists them to maintain the required PD hours for ongoing VIT registration. In addition, it further reinforces the school's ethos and the vision and mission statements. It also gives them a big picture perspective of the school.

## Teachers Responsibility

The first time each CRT takes your class, please make sure you go through the following with them-

- The emergency management plan and any individual medical plans for students in the class, including the location of first aid, asthma medication and *EpiPen's* in the classroom and the school.
- The protocol for incidents and accidents, including the need to fill in the incident book and to follow up with the class teacher if this occurred.
- An introduction to the students in the class, including any additional needs, or support students may require.
- Rules and expectations as well as how to work with students who break expectations.
- Clear guidelines of school and playground boundaries and rules.
- Clear guidelines of appropriate communication and interaction with students including culturally sensitive awareness.
- Daily routine/timetable.
- Provide the CRT with a CRT folder.
- The CRT will be required to have read and signed the *Code of conduct in relationship to child safety standards* and be ready and willing to uphold these prior to being employed by the school.

Each teacher will need to make sure that they have the following organised in an easily accessible folder for casual relief teachers:

- CRT info sheet
- The location of the class register
  - Location of emergency management plan
  - Location of the class first aid bag and any medication
  - Instructions on the use of the school intercom system
  - A copy of the 'Students with Special Medical/Physical Conditions'
  - A copy of the anaphylaxis and asthma plans for students in the class
  - A copy of the playground duties
  - A copy of the verses said each day including morning verse, blessing, and end of day verse.
  - A copy of the class timetable with specialist classes and practice sessions

If a teacher knows they will be away in advance-

- It is their duty to organise their cover well in advance, and communicate with the CRT providing written lesson plans and instructions, including before and after school, break, and bus duties. Lessons are to be given prior to the day of delivery where possible, to give the CRT an opportunity to familiarise themselves with the content and clarify anything if needed.
- Please let the Educational Facilitator and the College know of your absence and CRT replacement.
- If your absence is unforeseen and on the day, you may organise your own replacement if you are fit to, or contact the Educational Facilitator for assistance

The school will

- Offer and encourage the CRT to take part in whole staff PD opportunities including child safety refreshers and upskilling opportunities.
- Invite the CRT to school events.

College of Teachers, February 2021.