

VISITORS TO ROWVILLE SECONDARY COLLEGE ATTENDANCE PROCESS

To comply with Victorian Department of Education regulations regarding visitors to government schools, the following procedures need to be met in regard to having external providers come into our school.

All visitors, volunteers and contractors are required to:

- Sign in at school reception.
- Show a current Working with Children card or current VIT registration card
- Be met at the office by the staff member who has organised the visit.
- Remain under the supervision of the staff member during the visit.
- Comply with the
 - [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](#)
 - [Occupational Health and Safety regulations 2017](#)
 - [Work Safe Regulation](#)
- All visitors, volunteers and contractors must adhere to all DET OHS, Induction and training policies and procedures on our [website](#).
- Contractors are to liaise with their point of contact at the school regarding their induction otherwise contact the Facilities Manager: facilities@rowvillesc.vic.edu.au

Volunteers

If visitors are supplying a service free of charge, the teacher requesting the visit needs to forward the following to School Administrator prior to the visit, for the approval of School Council (this should be done in time for the School Council meeting before the visit takes place):

- Name of visitor
- Class visiting
- Reason for visit
- All volunteers must complete the Volunteer OHS induction checklist prior to commencing provision of services.

Contractors

Along with WWC or VIT registration, any visitors who are invoicing the school for their services also need to have their own Public Liability Insurance to the minimum value of \$10 million.

- Employers must also provide a certificate of currency for Workcover Insurance.
- All contractors must complete a relevant site induction prior to commencing work.
- Contractors undertaking high risk works (such as working at heights) must provide a Safe Work Method Statement (SWMS) that is reviewed and signed to verify it has been sighted prior to commencing any works and is kept on file.

Suppliers are required to submit a quote or invoice for their services to Facilities Manager: facilities@rowvillesc.vic.edu.au or [RIA Administration](#) if it's RIA related, no less than 7 days prior to their visit, along with a copy of their PLI certificate and WWC/VIT. The invoice should include the following:

- Invoice titled TAX INVOICE
- Related Purchase Order Number (if applicable)
- INVOICE NUMBER
- INVOICE DATE
- NAME OF PERSON/COMPANY AS IT IS LISTED ON THE ABN REGISTER
- ABN
- EMAIL ADDRESS
- ACCOUNT NUMBER FOR PAYMENT
- ACCOUNT NAME FOR PAYMENT
- INVOICED TO: ROWVILLE SECONDARY COLLEGE
- DATE OF SERVICE/S
- SERVICES THEY PROVIDED
- TOTAL AMOUNT OWING (AND WHETHER OR NOT GST IS INCLUDED)

If suppliers do not have their own PLI, they have the option to go onto the Department of Education payroll as a casual employee. This ensures the supplier is covered under the Department of Education insurance policy. Anyone requesting to be added to the Dept of Education payroll should contact the RIA Administrator for the paperwork required to be completed. Please note, this only needs to be done once. Paperwork should be requested no less than 14 days prior to their visit. The RIA Administrator will also supply the rates of pay to casual employees. Payment will have tax and super deducted.

Indemnity

Contractors supplying advice, for example, architects or engineers must:

- supply evidence of professional indemnity insurance in an amount of no less than \$5 million per any one event and in the aggregate
- produce evidence from their insurer showing that the insurance is current and covers the professional services being supplied

'The contractor hereby indemnifies the State of Victoria its employees, servants and agents and the school council and its employees, servants and agents against all claims, liability or expenses (including legal costs) relating to any injury to persons or any loss or damage to any property caused (or to the extent contributed) by any act or omission of the contractor or its employees, servants or agents, except to the extent that the loss is directly attributable to the negligence of the State of Victoria, the school council or their employees, servants or agents.'

It is not necessary for the State of Victoria or school council to incur expense or make payment before enforcing a right of indemnity conferred by this contract.'