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**EXTERNAL TUTOR CODE OF CONDUCT AT ST PIUS**

St Pius is a Catholic, Year 7 to 10, co-educational secondary school. External Tutors are required to abide by the following rules when on site.

* Tutors must risk assess all interactions with students in order to ensure that they are working in accordance with the guidelines contained in the current “Code of Conduct for Staff”. Tutors are expected to follow all guidelines in this document that apply to staff directly employed by the school. A copy of this document is included in your induction package and is also available on the Policies page of the school website.
* As a self-employed person who will be working unsupervised with students, a Tutor must present a current Working With Children Check (WWCC) to the Principal before commencing work at this school. Information relevant to obtaining a WWCC is on our school website on the Child Protection page under the “Student Support” tab.
* Tutors must also complete CSO/Diocesan registration as a volunteer. The procedure for this is described on our school website on the Child Protection page under the “Student Support” tab. Tutors must not commence work at the school until they have been informed by the Principal or his/her delegate that they are permitted to do so.
* Tutors arriving at the school must:
* Report to administration office and sign in as a visitor
* Obtain a ‘visitor’ ID badge (to be worn at all times)
* Complete site-specific online Contractor Induction Checklist or the hardcopy form of this checklist (if not previously completed)
* Be shown a site map and evacuation points or be physically taken on a tour and shown evacuation points (if unfamiliar with the site)
* Sign-out when leaving (daily)
* All staff working on site, including Tutors, are responsible for identifying hazards in the workplace and for taking appropriate steps to eliminate or minimise the risk of injury arising from the identified hazard.
* Contact the Main Office (49 571 032) to report any WHS hazards identified on site.
* Contact the Main Office (49 571 032) to report any injury that occurs on site.