

CONTRACTORS & HEALTH PROVIDERS

RESPECTFUL RELATIONSHIPS RESPONSIBLE LEARNERS

Manning Park Public School



1



Contact the School

At least 3 weeks prior to the visit, ask to speak to Mitchell Welham (Principal)

You will be asked to provide

- Your name and date of birth
- Date/s
- Times and duration
- Child's name
- Space needed

Phone: 02 4359 1184

2



Complete Paperwork

If you have NOT worked in a NSW Public School previously, you **must** complete the NSW Department of Education **Declaration for Child Work Form**.

Google the following

Declaration for Child Work NSW DoE PDF

3



Submit Paperwork

Email: manningpk-p.school@det.nsw.edu.au

Please check this spelling is correct.

Attach the following:

- The completed **Declaration for Child Work Form**
- Copies of the identity documents as outlined in the **Declaration for Child Work form**.

4



Prior to Visit

3-4 days before.

Contact the school on 02 43 59 1184 to check that all documentation has been processed.

5



Arrival

- Visit the office and check-in to the school using the QR Code.
- Show your Identification at the front desk.
- Ask to speak to the Principal or an available Assistant Principal.

6



On School Grounds

You will be provided with a lanyard/sticker that **must** be worn at all times.

The lanyard/sticker identifies you as a visitor to the school.

7



Working on Site

School-wide expectations are visible around the school.

If you have an urgent issue, you can access our internal phones and dial **Office** to contact help immediately.

8



Be Mindful

Our school is a busy, complex environment.

If you wish to debrief with a teacher after a visit, please organise this **prior** to your visit.

9



When Leaving

The office **must** be informed when you are leaving the school site. Visit the office on your way out and return your visitors lanyard/sticker.

Check-out of the school using the QR code app.