

School Visit Guide

Big Buddy Briefing

The school visit is the first opportunity to meet your Little Buddy!

This is a short 90 minute visit to your Little Buddy's school and involves activities and games so that you can spend some time and get to know each other.



The visits are a key part of the Buddies programs and are often a highlight for both Little and Big Buddies. We expect all big Buddies to participate in the visits. If there are extenuating circumstances that mean you cannot attend, please let Ardoch know as soon as possible and we will make sure your Little Buddy doesn't miss out on the experience.

Important reminders!

- **Working With Children Check**
 - VIC, QLD, WA: Bring your Working with Children Check to the school
 - NSW: ensure you have completed a Declaration for Child-Related Workers form and returned it to Ardoch.
- **No photos**
 - For child safety, volunteers are not allowed to take any photos during the visit. A group photo of ONLY volunteers (no children) is permitted.
- **No unvetted gifts**
 - Please do not bring any gifts or letters to your Little Buddy that have not been checked by Ardoch. Any gifts must be vetted by Ardoch in advance and are only allowed if being given to the whole group of Little Buddies so that no one is left out.
- **Do not accept unvetted letters**
 - Please do not accept any letters from your Little Buddy in person as all correspondence must be screened by Ardoch. If they offer you a letter, card or other correspondence, let them know gently that it needs to go through their teacher and Ardoch staff to be checked.
- **What to do if an incident occurs**
 - If you believe that a child or anyone else is in immediate danger, please call 000.
 - If a non-emergency child safety incident occurs, let a teacher, your workplace coordinator and Ardoch (03 9537 2414) know as soon as possible.
 - If a child discloses abuse to you remember the following from the Ardoch training:
 - Listen: listen to the student non-judgmentally
 - Support: let them know it was the right thing to tell someone, and that you will need to let someone know
 - Document: Afterwards, document your notes from the incident
 - Report: Contact the school and Ardoch to submit a report



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THROUGH EDUCATION

If you have any questions before the visit please speak to your workplace coordinator