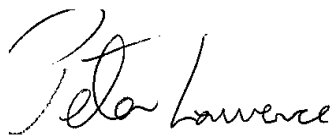


RIGHT OF ENTRY PROTOCOL

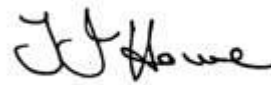
Anglican Schools Commission and Independent Education Union of WA

22 May 2009

- (1) An authorised representative of the IEU may enter, during working hours, any school premises where employees work, for the purposes of holding discussions at the premises with employees who wish to participate in those discussions.
- (2) The authorised representative will endeavour to provide the Principal of the school with at least 48 hours prior written notification, where the IEU wishes to exercise a right of entry under this protocol.
- (3) The notification will contain details of the day and date of the visit, an approximation of the time the IEU representative will be at the school and, when possible, the name(s) of the IEU representative who will be visiting.
- (4) Discussions taking place in the staff room will not unduly disrupt other staff using the staff room.
- (5) When the IEU representative arrives at the school they will:
 - I. Attend the school's reception.
 - II. The school will issue a visitor's pass in accordance with the school's safe school procedures.
 - III. The IEU representative will identify the departments/areas that he/she intends to visit whilst on the school premises.
 - IV. A member of staff may escort the union representative to the first venue.
 - V. On completing their duties/discussions at a venue the IEU representative may be given directions to the next venue or provided with an escort (dependent on the school's procedures).
 - VI. The escorting staff member will not be present for the discussions.
 - VII. Should an employee indicate they do not wish to engage in discussions with the IEU representative the IEU representative will terminate the discussion.
- (6) The discussions will not unduly disrupt the employee's performance of his/her duties.
- (7) The IEU recognises that the school has a duty of care to the students who attend the school and therefore the IEU representative whilst visiting the school will not act in a manner contrary to that duty.
- (8) Where discussions are of an urgent nature and upon a request being made to the Principal, the Principal may approve paid time off to meet with the authorised IEU representative. Such approval will not be unreasonably withheld.
- (9) Notice Materials provided by the IEU will be displayed on a notice board or a mutually agreed location, which is easily accessible by all employees.
- (10) Upon request for a meeting the Principal shall:
 - (a) identify and book a venue that:
 - (i) can accommodate any and all relevant employees who wish to participate in the meeting with the IEU representative; and
 - (ii) is conveniently located and has appropriate meeting facilities.
 - (b) advise the IEU of the venue in the school premises where the meeting may take place.



Peter Laurence (Revd)
Chief Executive Officer
The Anglican Schools Commission (Inc.)



Theresa Howe
Secretary
Independent Education Union of
Western Australia