



VOLUNTEER POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school.

PURPOSE

This policy is in place to:

- outline the processes the school will use to recruit, screen, supervise and manage volunteers to provide a Child Safe environment
- explain the legal rights of volunteers.

SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

COMMUNICATION

Parents will be provided with a copy of this policy on enrolment and the policy will be available on the school website. An annual newsletter article will refer parents to this policy and newsletter items will include relevant information, as deemed necessary, throughout the year.

Staff will be referred to this policy during induction and at the start of each school year. A copy of this policy will be available on the COMPASS Student Management System for staff access.

Volunteers will be provided with a copy of this policy on induction.

Following review and any changes to this policy, all those with a vested interest will be informed through appropriate avenues such as the newsletter, COMPASS Student Management System, staff forums and class activities.

DEFINITIONS

Child-connected work: work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: a volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: school work means:

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing assistance in the work of any school or kindergarten

- attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY

1. VOLUNTEERS

Keelonith Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. We recognise and encourage the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that volunteers at our school are suitable to work with children and are well-placed to make a positive contribution to our school community.

2. BECOMING A VOLUNTEER

Opportunities to work in classrooms and attend school excursions and camps may sometimes arise. These will be indicated clearly on communications with families. When selecting volunteers for these situations the following factors will be taken into consideration; overall operation of the school or event, benefits to students and impact (positive or negative) on the student/s related to the volunteer.

Volunteers must have a current WWCC and have participated in the school run Induction and Training session for volunteers.

3. COVID-19 VACCINATION INFORMATION

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

4. SUITABILITY CHECKS INCLUDING WORKING WITH CHILDREN CLEARANCES

Working with students

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Keelonith Primary School is required to undertake suitability checks, which in most cases will involve asking for evidence of a Working With Children (WWC) Clearance and may also involve undertaking reference, proof of identity and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Keelonith Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card at the office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not.

NOTE: It is **not** an offence under the Worker Screening Act for people to engage in child-related work without a WWC Clearance if they have:

- applied for the WWC check and the application has not been finally decided or withdrawn; and

- the person has not previously been given a WWC Exclusion under the Worker Screening Act or a corresponding working with children law.

As a result, schools may consider accepting evidence of the application for a WWC Check in place of the WWC Clearance, provided the person provides the school with evidence of the final WWC Clearance when it comes through. In these circumstances, Keelonith Primary School would consider additional supervision of the volunteer.

5. TRAINING AND INDUCTION

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, we may also require volunteers to complete additional child safety training.

6. MANAGEMENT AND SUPERVISION

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety Policy, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Keelonith Primary School.

8. PRIVACY AND INFORMATION-SHARING

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors
- make reasonable adjustments to accommodate the student's disability or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

9. RECORDS MANAGEMENT

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be cleared by the principal to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

10. [COMPENSATION](#)

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

[RELATED POLICIES AND RESOURCES](#)

School Policies

- Statement of Values and School Philosophy
- Duty of Care Policy
- Visitors Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations and Procedures
- Inclusion and Diversity Policy
- Camps, Excursions and School Activities Policy
- Child Safe Policy
- Student Engagement and Wellbeing Policy

Department Policies

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

[REVIEW](#)

Department guidelines recommend this policy is reviewed every two years.

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2023

This policy in be reviewed earlier than required in extenuating circumstances.