



# VOLUNTEER PROCEDURES

**The purpose of this policy is to outline the processes that Diamond Creek Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers. This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.**

## DEFINITIONS

**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 schoolwork or approved community work without payment or reward.

**Schoolwork:** Schoolwork 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 (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Diamond Creek Primary School is committed to implementing and following practices, which protect the safety and wellbeing of children and our staff and volunteers. Diamond Creek Primary School recognises 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 Diamond Creek Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

## Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the Principal if they are new to the school. If a current member of the school community, they may contact a teacher, or the office personnel who will then approach the Principal, or they may approach the Principal directly. Volunteers may also be invited via excursion/event documents, for example when an adult is required to assist with school events, such as an excursion or on sports days or for walking to and assisting with the swimming program.

## The following procedures will be followed in regard to new volunteers (non-DCPS community) working in the Diamond Creek Primary School environment...

- All new volunteers seeking general-purpose involvement at Diamond Creek primary School, must approach the school Principal or delegate with their proposal to volunteer in the school
- If approved, volunteers must produce their 'Working with Children Check', of which a copy is kept at the school. The working with Children Check must be 'attached' to Diamond Creek Primary School so that the school receives the information required
- If a Working with Children Check is not held by the volunteer, it is their responsibility to organise one, 'attach the school' in the application process and be prepared for the school to keep a

copy. The volunteer would also responsible for ensuring their Working with Children Check is kept current

- Once approved by the school Principal or delegate, and once their Working with Children Check is approved, the volunteer may work within the school in child-related work (including oral, written or electronic communication as well as face-to-face and physical contact) under the coordination of a designated staff member. They may alternatively work on specific projects which are not child-related activities, such as gardening or buildings or ground works or in the school Library
- All volunteers must sign in before assuming their voluntary session:
  - General volunteers will sign in at the school office and sign out once their session is complete.
  - Volunteers for specific school activities will sign in and out with the organising/supervising staff member
  - Classroom-related volunteers will sign in using the classroom volunteer's logbook, and sign out at the end of their session.
- Volunteers working in the school for specific child-related work (such as the Kid's Hope Mentors) will keep a log of their activities with the child/ren as per their training and the agreement made with the school leadership
- It is desirable that volunteers will work in open spaces, clearly visible by other school staff. However, in the case of some types of volunteer work this may not be possible. The decision will be made in collaboration between the Principal and the teachers
- All volunteers will be briefed in detail re their responsibilities regarding Child Safety and at all times uphold their obligations in this respect including the reporting of any incidents.

## **Suitability checks including Working with Children Checks**

### **Working with Students**

Diamond Creek Primary School values the many volunteers that assist with school activities such as in our classroom, with sports events, excursions, school concerts, other events and other school programs]. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Diamond Creek Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

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

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check 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, even 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), 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

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion, for Diamond Creek Primary School, this may include references, work history involving children and/or qualifications. Proof of identity may also be required in some circumstances.

### **Non child-related work**

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For Diamond Creek Primary School, this may include Parents and

Friends Team meetings during which children will not be, or would not reasonably be expected to be present.

At Diamond Creek Primary School, volunteers for this type of work or other types of work will be required to provide a valid WWC Check or may be asked for proof of ID, references or work history].

School Council members and volunteers on any sub-committee of school council will be asked to provide a valid Working With Children Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there may be a student attending a school council meeting, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Check or any other check deemed necessary.

### **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 including Statement of Commitment to Child Safety, 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 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 Diamond Creek Primary School.

Diamond Creek Primary School will provide any appropriate induction and/or training for all volunteer workers. The principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All volunteers will be provided induction in relation to Diamond Creek Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

The Principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

### **Compensation for Volunteers**

#### ***Personal injury***

The Department of Education and Training's Workers Compensation Policy cover volunteer workers if they suffer personal injury in the course of engaging in schoolwork.

#### ***Property damage***

If a volunteer worker suffers damage to their property in the course of carrying out schoolwork, 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 schoolwork is legally liable for:

- a claim for bodily injury to a third party
- damage to or destruction of a third parties property

### **RELATED POLICIES AND RESOURCES**

*Statement of Values, Visitors Policy, Statement of Commitment to Child Safety/Child Safe Policy, Child Safety Code of Conduct.*

### **EVALUATION AND REVIEW**

This policy scheduled for review annually.