

# VOLUNTEER POLICY



## Help for non-English speakers

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

## PURPOSE

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.

## SCOPE

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

## 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:* As defined by the *Worker Screening Act 2020* (Vic), child-related work is 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 direct 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**

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 volunteers log book, and also 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.
- The above reasons for volunteers to attend the premises will alter due to special circumstances such as Covid 19 restrictions.

## COVID-19 vaccination information

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

For further information, refer to:

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

Suitability checks including Working with Children Clearances

## Working with students

Diamond Creek Primary School values the many volunteers that assist [amend as relevant for your school community, such as in our classrooms, with sports events, camps and excursions, school concerts, and other events and programs]. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Diamond Creek Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children 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 Clearance 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 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

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 example, 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 example, volunteering on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Diamond Creek Primary School reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

At Diamond Creek Primary School, volunteers for this type of work may still be required to provide [a valid WWC Clearance/proof of ID/references/work history].

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, 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 Clearance.

### **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, Diamond Creek Primary School may also require volunteers to complete additional child safety training.

#### 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 and Wellbeing 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 Diamond Creek Primary School.

### **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 Policy and Procedures*.

## 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 provided to the supervising staff member for the volunteer's activity or program, to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

## 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.

## COMMUNICATION

This policy will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our Volunteers Induction Program
- Included in our staff handbook/manual
- Discussed in staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

Diamond Creek Primary School policies and resources relevant to this policy include:

- *Statement of Values and School Philosophy,*
- *Visitors Policy,*
- *Child Safety and Wellbeing Policy,*
- *Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures,*
- *Inclusion and Diversity Policy,*
- *Diamond Creek Primary School Child Safety Induction Pack*

Department policies:

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

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 1 <sup>st</sup> 2022
Consultation	Date of SC consultation 26-07-22
Approved by	Principal
Next scheduled review date	June 2024