



# VOLUNTEERS POLICY

## PURPOSE

To outline the processes that Goornong Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, meet the requirements of the Child Safe Standards and to explain the legal rights of volunteers.

## SCOPE

This policy applies to the recruitment, screening, supervision and management of all people (including parents) 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.

## RATIONALE

Goornong Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Goornong 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 Goornong 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

The school will notify the school community (usually via the school newsletter) when volunteers are sought to assist within the school. Members of our school community who would like to volunteer are encouraged to notify the school Principal.

## **POLICY**

### ***Working with students***

Goornong Primary School values the many volunteers that assist in our classrooms, with sports events, excursions, school concerts and other school events. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the *Child Safe Standards*, Goornong 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 a reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Goornong Primary School is a child safe environment, we require volunteers to obtain a WWC Clearance and produce their valid card to the Business Manager 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 involving ***child-related*** work, regardless of whether their own child is participating or not.

### **Suitability Checks**

In addition to a WWC clearance, 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-connected***. For example, volunteering at off-site fundraising events, working bees on weekends or school council meetings 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*** or ***child-connected*** work and children are not generally present during these activities. However, Goornong 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.

### **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, Goornong 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 Policy and our Child Safety Code of Conduct.

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 Goornong 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.
- 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 Business Manager 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.

## RELATED POLICIES AND RESOURCES

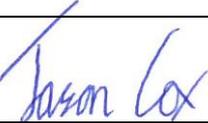
Goornong Primary School policies and resources relevant to this policy include:

- Child Safety Policy.
- Child Safety Code of Conduct.
- Child Safety Responding & Reporting Obligations Policy & Procedures.
- Child Safety Induction Pack.

Education 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

<b>Date Reviewed:</b>	29.08.2022	
<b>Consultation:</b>	Invited via the school newsletter.	
<b>Approved By:</b>	Principal & School Council	
<b>Approval Authority:</b>		
<b>Communication Procedures:</b>	<b>School Community</b> <ul style="list-style-type: none"><li>▪ Via school newsletter.</li><li>▪ Available on school website.</li></ul>	<b>Staff / Volunteers</b> <ul style="list-style-type: none"><li>▪ Via induction pack.</li></ul>
<b>Next Review Date:</b>	August 2024	

## APPENDIX 1 - RELEVANT LAWS

### Working Screen Act 2020 (Vic)

It is important to note that The *Worker Screening Act 2020* (Vic) only sets out the minimum requirements for WWC Checks and Clearances. Please note the following points as they apply to The Act.

- The Act states that the following volunteers are required to obtain a WWC Clearance and produce their valid card 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.
- **Volunteers who are parents, or closely related family members** of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are **not** required to have a WWC Clearance under the *Worker Screening Act*.
- 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.
- School council members are not required to have a WWC Clearance.
- Volunteers who are not engaged in **child-related** work (eg fete planning and organisation) do not need a WWC Check under the *Worker Screening Act*.

### Child Safe Standards

Ministerial Order 1359 provides the framework for child safety in schools. The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect. By law, the Child Safe Standards require that schools have appropriate screening measures/suitability checks to be undertaken in relation to volunteers and visitors, including for adults performing work where children are present or reasonably expected to be present (**child-connected** work). These standards go above and beyond the requirements of the *Working Screening Act*.

*Important note: Volunteers who are not engaged in **child-related** work (eg fete planning and organisation) do not need a WWC Check under the *Worker Screening Act*. However, the Child Safe Standards require appropriate suitability checks (at the discretion of the school) for any **child-connected** work, which is work performed where children are present or reasonably expected to be present.*