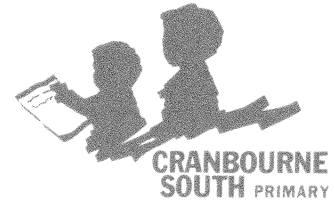


Volunteers Policy



239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

Policy Name	Volunteers Policy	Approved	Wednesday, 20 th February 2019
Responsibility	Principal class	Review date	February 2022

Rationale

To outline the processes that Cranbourne South 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.

Aims

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 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.

Implementation

Cranbourne South Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Cranbourne South Primary School recognises the valuable contributions that volunteers provide to the school community.

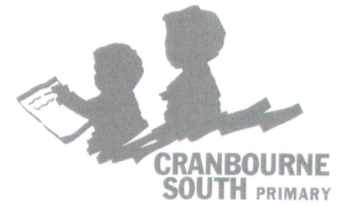
The procedures set out below are designed to ensure that Cranbourne South Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Cranbourne South Primary School encourages and appreciates the support and involvement provided by volunteers as this assists in running many of programs and activities. Help can take many forms including assisting with reading groups, covering books, attending excursions and sports/athletics days, etc.

Working with students

- Cranbourne South Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and other programs. To ensure that we meet our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Cranbourne South 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 Cranbourne South Primary School is a child safe environment, volunteers are required to obtain a WWCC Check and provide it to the Office for verification.

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.



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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, fete coordination, other fundraising groups that meet in the evenings 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 Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Cranbourne South Primary School reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

Management and supervision

- Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). Volunteer workers will also be expected to act consistently with Department of Education and Training policies.
- 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 Cranbourne South Primary School.
- Cranbourne South 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 Cranbourne South Primary School's child safety practices, including reporting obligations and procedures.
- The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

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.

Resources

- Child Safe Code of Conduct
- [Child Safe Policy](#)
- [Child Protection - Reporting Obligations](#)
- [Child Safe Statement Of Commitment](#)
- [Equal Opportunity Policy](#)
- [Sexual Harassment](#)
- Statement of Values and School Philosophy Policy
- [Suitability Check Flowchart for Schools](#)
- [Suitability Checks for School Volunteers and Visitors](#)
- [Workplace bullying](#)
- [Working with Children's Check \(WWCC\)](#)

Evaluation

This policy will be reviewed as part of DET Recommended review cycle.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday, 20th February 2019.

Signed.....

School Council President

Signed.....

Principal