



## Volunteers Policy



### Help for non-English speakers

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

### Purpose

To outline the processes that Aitken 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-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

Aitken Creek Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Aitken 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 Aitken 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 make contact with their child's classroom teacher. Heads of Department will also notify parents when opportunities to volunteer arise.

### **COVID-19 vaccination information**

Under the directions issued by the Victorian Chief Health Officer, volunteers attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors and volunteers to ensure they meet these requirements.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

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

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

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

Aitken Creek Primary School values the many volunteers that assist the school community, for example: in classrooms, with sports events, camps, excursions, school concerts and other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Aitken 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 Aitken Creek Primary School is a child safe environment, we will require all volunteers working with students to obtain a WWC Check and produce their valid card to the administration office.

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, school council meetings, fete coordination, other fundraising groups, etc. 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, Aitken Creek 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). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety Policy, Statement of Commitment to Child Safety 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 Aitken Creek Primary School.

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

All volunteers will be provided induction in relation to Aitken 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

### *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 ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## Related Policies and Resources

This policy should be read in conjunction with the following ACPS policies. These policies are available on our [school website](#):

- *Statement of Values and Philosophy*
- *Visitors Policy*
- *Statement of Commitment to Child Safety*
- *Child Safe Policy*

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)

- [Child Safe Standards](#)
- [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	26th November 2021
Approved by	Principal
Next scheduled review date	26th November 2024