



Volunteers Policy



Purpose:

- To outline the processes that Auburn 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.

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. This includes excursions (including swimming), classroom support, sport/musical and other extra-curricular assistants or coaches, student support activities. It does not include work that involves occasional contact with children that is incidental to the work.

Child-connected work: work that involves occasional direct or indirect contact with children that is incidental to the work e.g. fete/fundraising activities, working bee, parents association, canteen & uniform volunteers.

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:

Auburn South Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Auburn South Primary School welcomes volunteers into our school and 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 Auburn South 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 keep up-to-date with school communication asking for volunteers. This may come from the weekly newsletter, Geddup, classroom teachers, Parents Association.

Suitability checks including Working with Children Checks

Working with students

Auburn South Primary School values the many volunteers that assist our school community e.g. in our classrooms, with sports events, excursions, school productions, canteen & uniform shop 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, Auburn South Primary School is required to undertake suitability checks which may include a Working With Children Check (WWC), proof of identity, work history involving children and/or reference checks.

Child-related work

Considering our legal obligations, and our commitment to ensuring that Auburn South Primary School is a child safe environment, we will require volunteers involved in child-related work to obtain a WWC Check and produce their valid card to our school 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.

Child connected work

On some occasions, parents and other members of the school community may volunteer to do work that is child-connected.

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, Auburn South Primary School reserves the right to undertake suitability checks, including proof of identity and/or Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

School council members will be asked to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the school council, 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.

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 those listed in the related policies below

Volunteer workers will 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 Auburn South Primary School.

Auburn 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 Auburn South Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Standards Policy which all staff and volunteers should be aware of and which is available on the school website.

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.

Related Policies:

- [Child Safe Standards Policy](#)
- [Child Safe Statement of Commitment](#)
- [Child Safety Code of Conduct](#)
- [ASPS Statement of Values](#)
- [Social Media Policy](#)

To be read in conjunction with the WWC policy.

Evaluation:

This policy was last approved by the Principal in November 2018 and is scheduled for review in 2021.

Status:

Ratified 2018