



VOLUNTEERS POLICY

ROSANNA
PRIMARY SCHOOL

POLICIES

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	2019
School Council Ratified:	Mar 2019	Next review:	2022

PURPOSE

To outline the processes that Rosanna 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
- 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

Volunteers are actively encouraged to participate in school activities and will be invited to do so through the newsletter, school app, written invitation, parent information presentations and personal approaches, as well as informally through conversation and opportunity.

Our school will seek to provide a variety of opportunities for volunteer participation. Members of our school community who would like to volunteer are encouraged to contact class teachers to express their interest.

Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment. This includes the adherence to the Child Safe Code of Conduct.

Volunteers will not be required to carry out tasks for which they are untrained or with which they are uncomfortable.

Volunteers will be required to 'sign in' and 'sign out' at the administration office daily, and wear a 'visitors' badge while in the school. Volunteers will be invited to use the staff room and facilities.

All volunteers are required to complete an annual Volunteer Induction which includes a commitment to the Rosanna Primary Child Safe Code of Conduct and Occupation Health and Safety information.

POLICY

Rosanna Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Rosanna 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 Rosanna Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Working with students

Rosanna Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and programs. To ensure that we are meeting our legal obligations Considering our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards and our commitment to ensuring that Rosanna Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the office for verification in the following circumstances:

- All volunteers are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- All volunteers are required to complete an annual Volunteer Induction which includes a commitment to the Rosanna Primary school Child Safe Code of conduct and Occupational Health and Safety information.

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 e.g: volunteering on the weekend for gardening, maintenance, working bees, Friends of Rosanna Primary School (FORPS), fete coordination, during which children will not be, or would not reasonably be expected to be, present, without parental supervision.

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, Rosanna 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.

School council members and volunteers on any sub-committee of school council 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 our Child Safety Policy, Engagement and Wellbeing Policy, Duty Of Care Policy, Statement of Commitment to Child Safety, 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 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 Rosanna Primary School.

Rosanna 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 Rosanna Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting 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.

EVALUATION AND REVIEW

The Rosanna Primary School Volunteers Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

DET School Policy & Advisory Guide (Volunteer Workers)

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

RELATED DOCUMENTS

Statement of Values

Policy

Visitors Policy

Child Safety Reporting Obligations Policy

Child Safe Policy (including environments)

Child Safety Code of Conduct

REVIEW CYCLE

This policy was last approved by school council on 18th March 2019 and is scheduled for review in 2022.

**This document can be found at:
USER:/Policies/Ratified Policies**