

## VOLUNTEERS POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact Elevation Secondary College on 8339 8000.

For translation call number below; Aşağıdaki çeviri telefon numarası için; Đê dịch số điện thoại bên dưới; Wixii tarjubaan ah wac lambarka hoose; Mo fa'aliliuga telefoni numera o lo'o i lalo; अनुवादको लागि तलको नम्बरमा कल गर्नुहोस्; अठुवाड लखी रेठं सिंते नँघर 'ते वल वरे; ترجمہ کے لیے نیچے دیے گئے نمبر پر کال کریں۔; 对于下面的翻译电话号码; अनुवाद के लिए नीचे दिए गए कॉल नंबर; மொழிபெயர்ப்புக்கு கீழே உள்ள எண்ணை அழைக்கவும்;

للتترجمة رقم الاتصال أدناه

8339 8000

### PURPOSE

To outline the processes that Elevation Secondary College 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-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 schoolwork 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 (i.e., indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer schoolwork in good faith.

## POLICY

Elevation Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Elevation Secondary College recognises the valuable contribution that volunteers provide to our school community and the work that they do.

The procedures set out below are designed to ensure that Elevation Secondary College'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 email the College on [elevation.sc@education.vic.gov.au](mailto:elevation.sc@education.vic.gov.au), or the specific organising staff member when volunteers are asked for by the school for assistance for specific events. Volunteers should include a copy of a current WWCC and follow the Department of Education and Training policy in respect to COVID-19 vaccination (see below for further information). Volunteers will be required to read and sign off on their understanding of relevant policies (please refer to Child Safety Induction Pack).

### COVID-19 Vaccination Information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

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

### Suitability checks including Working with Children Clearances

## ***Working with Students***

Elevation Secondary College values the many volunteers that assist with events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Elevation Secondary College 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 reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Elevation Secondary College is a child safe environment, we will 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, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

## ***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, sub-committees of school council, fete/fundraising organisation or parent and friends' clubs during which children will not be, or would not reasonably be expected to be, present.

At Elevation Secondary College, volunteers for this type of work will still be required to provide a valid WWC Clearance.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. 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 Clearance and are aware of College policies relating to Child Safety.

## 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, Elevation Secondary College 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 and Wellbeing Policy, 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 Elevation Secondary College.

## 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; or
- 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 schoolwork.

### *Property damage*

If a volunteer worker suffers damage to their property in the course of carrying out schoolwork, 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 schoolwork 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:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Included in our staff handbook/manual
- Made available in hard copy from the school administration upon request

## **RELATED POLICIES AND RESOURCES**

Elevation Secondary College policies and resources relevant to this policy include:

- [Child Safety Code of Conduct](#)
- [Child Safety Responding and Reporting Obligations](#)
- [Child Safety Induction Pack](#)
- [Visitors Policy](#)
- [Child Safety and Wellbeing Policy](#)

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](#)

## REVIEW CYCLE AND EVALUATION

### REVIEW PERIOD

Policy last reviewed	February 2023
Consultation	SRC - February 2023 School Council – February 2023
Endorsed by	Principal
Endorsed on	February 2023
Next scheduled review date	February 2025