



# VOLUNTEERS POLICY

## Help for non-English speakers

If you need help understanding the information in this policy please contact the Principal who can help arrange an interpreter for you.



## PURPOSE

To outline the processes that Golden Square 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-connected work:* work authorised by the school governing authority/provider of 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:* 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

- Assisting 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

Golden Square Primary School is committed to implementing and following practices that protect the safety and wellbeing of children and our staff and volunteers. Golden Square Primary School also 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 Golden Square 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 respond to specific requests made in the newsletter or via Compass messages. Volunteers are also welcome to register their interest in volunteering at the administration office providing details of specific areas that the volunteer would be interested in undertaking.

### Suitability checks including Working with Children Clearances

#### Working with students

Golden Square Primary School values the many volunteers who assist in our classrooms, at sporting events, school camps, excursions, concerts, and other special events either held on the school site or off the school site.

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Golden Square Primary School 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 Golden Square Primary School is a child-safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the administration office 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** 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 child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their child is participating or not.
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their child is a student member or not.

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, 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, and other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At Golden Square Primary School, special events at or outside the school, 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 the 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 a student is 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.

## **TRAINING AND INDUCTION**

Under the Child Safe Standards, volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us in maintaining a child-safe environment, before engaging in any work where children are present or reasonably 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, Golden Square Primary School 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*, *Respect for School Staff Policy*, and our *Statement of Values and School Philosophy*.

Volunteer workers will also be expected to act consistently with Department of Education 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 decide the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Golden Square Primary School.

## **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 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 Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) 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 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.

## FURTHER INFORMATION AND RESOURCES

### School Policies

- [Child Safe Code of Conduct](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\)](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)
- [Respect for School Staff Policy](#)
- [Statement of School Values and Philosophy](#)

### Departmental Policies

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## POLICY REVIEW AND APPROVAL

- **Policy last reviewed:** 15<sup>th</sup> May 2024
- **Consultation:** Ongoing Consultation – available via school website.
- **Approved by:** Principal

Next scheduled review date: **This policy is scheduled for review on 14<sup>th</sup> May 2026.**