

# Volunteers Policy



## Policy Statement

Wantirna College values the work of our volunteers to support the learning of our students. Our volunteers bring a diverse range of experiences, knowledge and expertise to the community in order to enrich the programs, resources and facilities we offer. As a part of the broader community we appreciate the opportunities provided to our students by the volunteers who work with us and encourage their participation in the life of the school.

In working with volunteers, we are committed to implementing and following practices which ensure the protection, safety and wellbeing of our students, staff and volunteers.

This policy applies to the recruitment, screening, supervision 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, step-parent, 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 (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer schoolwork in good faith.

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Guidelines	Program
1.1 Members of the school and local community are encouraged to support our students through volunteering.	2.1 The Principal Team will support and encourage the development of informal and formal opportunities for parents and other members of the community to volunteer to support programs and students within the College. This will include formal parent groups such as College Council (and related sub committees), Parents Association and the Parents of Performing Arts and program support such as the Reading Program.
1.2 All volunteers who are participating in child related work (see definition) must have a current Working with Children Check (WWCC)	2.1.1 Teachers and Education Support staff who have ideas for opportunities for volunteers should discuss them with a member of the Principal Team prior to organising the volunteer. Volunteers can assist with classroom activities and programs, excursions, camps, sporting teams etc.  2.2 Parent/family volunteers who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not require a WWCC.  2.2.1 Parent/family volunteers who are assisting with any classroom or school activity involving direct contact (in person, over the phone, written and online communication) with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity requires a WWCC.  2.2.2 Volunteers who are <u>not</u> parent/family members of any student at the school are required to have a WWCC Check if they are engaged in child-related work regardless of whether they are being supervised.  2.2.3 School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWCC. 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 WWCC.



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- 2.5.2 All inductions will include information and direction in relation to our child safe practices including child safety reporting obligations.
- 2.5.3 Inductions for ongoing volunteers will be conducted annually to ensure that all volunteers continue to understand child safe practices including child safety reporting obligations.
- 1.6 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.
- 2.6 Workplace accidents or mishaps involving volunteers should be reported to the staff at the Health Centre as soon as possible so a WorkSafe report can be made.
- 2.6.1 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.
- 2.6.2 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.

Policy Drafted by: Catherine Ford, Assistant Principal

Ratified by College Council on: 15<sup>th</sup> September 2020

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