



## Volunteers Policy

### Rationale

This policy exists to provide a framework for volunteers that provide a safe environment for students.

### Purpose

To outline the processes that Rosanna Golf Links (RGLPS) 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 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 work in good faith.



### Policy

RGLPS is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. RGLPS 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 RGLPS'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 make contact through their child's teacher or General Office. Volunteers are also welcomed from outside the immediate school community.

### Suitability checks Including Working with Children Checks

- All volunteers are to be approved by the school.
- All volunteers are required to comply with the school's code of conduct
- RGLPS requires all volunteers to apply for a Working with Children Check in order to attend school activities that are held on-site and off-site
- All volunteers arriving and departing during school hours are to record their name, signature, the date and time, and purpose of the visit. A signed record of names, dates and reasons for visit will be kept. Volunteers must provide proof of identification to office staff upon request, including a valid Working with Children Check.
- Volunteers are required to complete an OHS induction
- In all situations, the duty of care of students rests with Rosanna Golf Primary School
- Volunteer activities will be directed by Rosanna Golf Links Primary School. Volunteers are expected to follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds.
- Volunteers are required to carry out tasks in a manner consistent with school expectations and policies, including maintenance of a professional, cooperative and confidential working environment
- Volunteers are not to disclose information that they obtain in the course of their volunteer activities outside of Rosanna Golf Links Primary School
- The school may revoke volunteer approval at its discretion, and will take further action as necessary
- Children of pre-school age are not to accompany volunteers due to possible disruption to students' learning. Volunteers wishing to seek approval for a pre-school age child to accompany them are to seek approval from the Principal or Assistant Principal.

### Working with students

RGLPS values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/Sustainability/Music 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, RGLPS is required to undertake suitability checks

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which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that RGLPS is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the General Office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check 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.

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, PTFA club coordination, School Council, participating in sub-committees of School Council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

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 Golf Links 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.

### ***Invited speakers and presenters***

On occasion, Rosanna Golf Links Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students.

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Consistent with Department of Education and Training requirements, Rosanna Golf Links Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular [(apart from the provision of Special Religious Instruction) and is consistent with the values of public education, Department policies and the Education and Training Reform Act 2006 (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - elected government
  - the rule of law
  - equal rights for all before the law
  - freedom of religion, speech and association
  - the values of openness and tolerance
  - respect the range of views held by students and their families.

### **Other visitors**

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the office sign in procedure of recording their name, signature, the date and time, and purpose of the visit. A signed record of names, dates and reasons for visit will be kept in the office.

### **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 Statement of Commitment to Child Safety, our Community Code of Conduct and our Child Safety Code of Conduct.

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 RGLPS.

RGLPS 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 RGLPS's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations 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.



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### 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 and Resources

To be read in conjunction with:

- Statement of Values and School Philosophy
- Visitors Policy
- Statement of Commitment to Child Safety/Child Safe Policy
- Child Safety Code of Conduct
- Working with Children and Suitability Checks

### Review

This policy is to be reviewed every 3-4 years and ratified by School Council, as part of the school's policy review process.