



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-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 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 school work in good faith.



Volunteers Policy

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.

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.

For further information, refer to:

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

Suitability checks Including Working with Children Checks

As part of the process for maintaining high standards of conduct and professionalism in the workplace, it is essential that principals or managers ensure that the Department's procedures for criminal record checks are implemented.

Verification of a satisfactory criminal record is achieved by ensuring the employment of new employees and engagement of volunteers proceeds in accordance with Department of Education and Training policy (for Victorian Public Servants), and legislative obligations pursuant to the Worker Screening Act 2020 (for school based non-teaching employees and volunteers), and to the Education and Training Reform Act 2006 Part 2.6 Victorian Institute of Teaching (for principals and teachers).

The Department has developed procedures for the conduct of criminal records checks for all school based and non-school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and Working with Children Checks to meet the Department's pre-employment suitability for employment requirements and volunteer work with children.

These procedures apply to:

- persons employed under the Education and Training Reform Act 2006
- persons employed under the Public Administration Act 2004
- volunteers
- casual employees including casual relief teachers
- student teachers and interns
- contractors
- homestay families.



Volunteers Policy

The Principal and administration staff of Rosanna Golf Links Primary School will collect and record proof of identify and working with children checks of all volunteers. These are recorded in Cases-21 and kept in a separate spread sheet.

Where prospective volunteers are required under the law and this policy to have a WWC Clearance, the principal has the discretion to accept evidence of a WWC check application in order to commence volunteer work, provided the volunteer provides the school with evidence of the application outcome (clearance or exclusion) as soon as practicable after the applicant receives it. Where the volunteer will be engaged in child-related work an induction must be undertaken.

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 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 all 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 Policy

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.

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, our Community 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 (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 RGLPS.

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 Susan Gorham to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).



Volunteers Policy

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.

Communication

This policy will be communicated to our school community in the following ways:

- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from the school office upon request

Policy Review and Approval

Policy last reviewed	27/10/2022
Consultation	School Council
Approved by	Principal – Kirrily Lamers
Next scheduled review date	26/10/2026