



# VOLUNTEERS POLICY

<b>Date</b>	October 2023	<b>Review Cycle</b>	2 Years	<b>Approved By</b>	Principal (community consultation)
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## INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or [werribee.sc@education.vic.gov.au](mailto:werribee.sc@education.vic.gov.au) so interpreters may be arranged via VITS or local services.



## PURPOSE

To outline the processes that Werribee Secondary College I 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 personnel who volunteer at the college.

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## COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect**, and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

**We respect and are responsible for our:**

**Learning**

*I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.*

**Identity**

*I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.*

**Community**

*I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.*

## 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 school work in good faith.

## POLICY

Werribee Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children, our staff and volunteers. Werribee Secondary College recognises the importance of volunteers and their valuable contribution to our school community and the work that we do.

The procedures set out below are designed to ensure that Werribee Secondary College 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 contact the college. Should volunteer opportunities arise, these are generally communicated to our school community via our COMPASS platform. External

## SUITABILITY CHECKS (INCLUDING WORKING WITH CHILDREN CHECKS)

### Working with students:

Werribee Secondary College values the many volunteers that assist with sports events, camps, excursions, school concerts 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, Werribee Secondary College 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 Werribee Secondary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the front office reception 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, parents and friends 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, Werribee Secondary College reserves the right to undertake suitability checks, including proof of identity and Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

School council members and volunteers on any sub-committee of school council can be asked to provide a valid WWC Check should they have the need to engage in student related activities (other than normal meetings).

## 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 Child Safety and the 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 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 Werribee Secondary College.

Werribee Secondary College 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 Werribee Secondary College'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.

## 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 Principal or Business Operations 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 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:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Provide to prospective volunteers
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

Copies of related Werribee Secondary College policies can be found on our college website at [werribeesc.vic.edu.au](http://werribeesc.vic.edu.au). Printed copies can also be provided by our front office upon request.

Please also refer to the brow Department of Education information and 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](#)