



# LOWER PLENTY PRIMARY SCHOOL

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## VOLUNTEERS POLICY

### PURPOSE

To outline the processes that Lower Plenty 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-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

Lower Plenty Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Lower Plenty Primary School also recognises the valuable contribution that volunteers provide to our school community.

The procedures set out below are designed to ensure that Lower Plenty 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 contact their child's teacher directly.

### Suitability checks including Working with Children Checks

#### ***Working with students***

Lower Plenty Primary School values the many volunteers that assist in our classrooms/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, Lower Plenty Primary School 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 Lower Plenty Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Administration staff in the 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

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 Association 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,

Lower Plenty Primary 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.

## Sign in procedure

All volunteers to Lower Plenty Primary School are required to report to the school office on arrival. Volunteers must record their name, signature, date and time of visit and purpose of visit in the visitor's book.

- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required (Please refer to the Visitor's Policy)
- Wear a visitor's lanyard at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values.
- Return to the office upon departure, sign out and return visitor's lanyard.

Lower Plenty Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to volunteers when they sign in.

## 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 Policy / Statement of Commitment to Child Safety, our Child Safety 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 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 Lower Plenty Primary School.

Lower Plenty Primary School 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 an induction in relation to Lower Plenty Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Responding and Reporting Obligations Policy which all staff and volunteers should be aware of. All volunteers must be aware of the school's requirement to maintain confidentiality of sensitive information that arises in the course of voluntary work.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

## 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.

This policy should be read in conjunction with the following Department policies and guidelines:

- Visitors Policy

## FURTHER INFORMATION AND RESOURCES

*Statement of Values – To be published in early 2020.*

*Visitors Policy*

*Statement of Commitment to Child Safety (To be published by the end of 2019)*

*Child Safe Policy (To be published by the end of 2019)*

*Child Safety Code of Conduct (To be published by the end of 2019)*

## REVIEW CYCLE AND EVALUATION

This policy was last approved by school council on 21<sup>st</sup> October, 2019 and is scheduled for review in October 2022.