



# Volunteer Policy

## RATIONALE

Knox Park Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. The success of many activities for Knox Park Primary School is dependent upon the assistance of volunteer parents/carers and community members. The interests and abilities of volunteers add significantly to the human resources available to our school, therefore providing our students with a wider range of interactions, opportunities and experiences. Knox Park Primary greatly appreciates volunteers who assist positively with the implementation of the school's programs.

The procedures set out below are designed to ensure that Knox Park Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

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.

## AIM

To outline the processes that Knox Park 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.

## IMPLEMENTATION

Ratified by School Council:	20/8/2018	No. of Pages:	Page 1 of 4
Issue Number:		Next Review Date:	2021



# Volunteer Policy

## BECOMING A VOLUNTEER

Members of our school community who would like to volunteer are encouraged to speak to their classroom teacher or Principal. Knox Park Primary School will ask for volunteers when assistance is needed for specific events via a Compass notification.

## SUITABILITY CHECKS INCLUDING WORKING WITH CHILDREN CHECKS

### *Working with students*

Knox Park 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, Knox Park 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.

All volunteers are required to:

- Sign in at the office prior to volunteering for an activity/event.
- Read and sign the Volunteers Code of Conduct
- Register Knox Park Primary School as an associated organization within their WWCC profile within 21 days.
- Respect and maintain confidentiality of students and staff by not discussing student matters with other parties.

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

- **Volunteers, including parents/family members** are required to have a WWC Check if they are engaged in child-related work, regardless of whether they are being supervised, or if their own child is participating in an activity. This includes all excursions (including swimming), camps and similar events.

In addition, depending on the nature of the volunteer work, Knox Park Primary 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 friend's club coordination, fete coordination and 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, Knox Park Primary School 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.

Ratified by School Council:	20/8/2018	No. of Pages:	Page 1 of 4
Issue Number:		Next Review Date:	2021



# Volunteer Policy

School council members and volunteers on any sub-committee of school council will be required to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, 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 WWC Check.

## 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 Child Safety Policy 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 Knox Park Primary School.

Knox Park 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 induction in relation to Knox Park Primary School'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.

## 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

- Visitors Policy
- Child Safe Standards
- Child Safety Reporting Obligations (including Mandatory Reporting) Policy
- Child Safe Policy
- Privacy Policy

Ratified by School Council:	20/8/2018	No. of Pages:	Page 1 of 4
Issue Number:		Next Review Date:	2021



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## EVALUATION

This policy was last reviewed on August 20<sup>th</sup> 2018 and is scheduled for review in 2021.

Ratified by School Council:	20/8/2018	No. of Pages:	Page 1 of 4
Issue Number:		Next Review Date:	2021