



KILMORE PRIMARY SCHOOL



Volunteers Policy

PURPOSE

To outline the processes that Kilmore 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

Kilmore Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Our volunteers contribute enormously to the school and their input is highly valued and greatly appreciated. Their contribution allows our students to experience a broader and more comprehensive learning environment with extensive resources which are constantly improving.

The procedures set out below are designed to ensure that Kilmore 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 approach the school via classroom teachers, school council representatives, Family and Friends members, office staff and the school leadership team. Invitations to contribute will be placed in the newsletter at the start of the year and re-advertised on a regular basis. Classroom Helper Training Courses will be offered throughout the term as participation in this is essential to helping directly in the classroom. Special events organised by either teachers or the FAF group will advertise for volunteers on a needs basis. Newsletters, emails, printed invitations and Facebook are the main means of communicating with volunteers.

Suitability checks including Working with Children Checks

Working with students

Kilmore 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, Kilmore 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 Kilmore 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 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.
- **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. This includes all financial member of

the Family and Friends (FAF) committee and those taking on coOrdination roles for special events.

- **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
- At the discretion of the principal/delegate, specific 'high risk' events will require WWCC for all volunteers. (eg: Evening disco)

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. 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, Kilmore 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.

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, 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 Kilmore Primary School.

Kilmore 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.

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

The school will strongly encourage and support all parents/carers to gain a WWCC as their commitment to ensuring the safety of our students.

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.

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

Statement of Values,

Visitors Policy,

Child Safe Policy,

Child Safety Code of Conduct]

Ratified by School Council: August, 2018	Review Date: August 2022
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