

## Purpose

To outline the processes that *Mildura Senior College and Mildura English Language Centre (College)* 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 college 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 college 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 (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith. **Note:** Only fully licenced staff members, or other individuals approved by the Principal can drive College vehicles. Please refer to the College’s *Vehicles Policy* for further information.

## Policy

The College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. The College acknowledges the importance of volunteers and 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 the College’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 provide assistance to the College for specific events such as Open Days, Library assistance, or a teacher guests to support learning outcomes within classroom.

To become a volunteer, volunteers are required to:

- Gain prior approval from the Principal or their nominee,
- Read and sign the College’s Child Safety Policy,
- Provide a copy of their current Working with Children’s Check, and

Reviewed date:	18.08.2020	Review #	1	Page #	1
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- Following the College's visitor sign in procedures.

### Suitability checks including Working with Children Checks

#### *Working with students*

The College values the many volunteers that assist with various College programs within our classrooms, with sports events, library and Open Day. To ensure that we are meeting our legal obligations under the *Working with Children Act 2005* (Vic) and the Child Safe Standards, the 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 the College is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to either of the following positions Principal, Business Manager or the Human Resource Manager:

- **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. This is a legal requirement under the *Working with Children Check Act*.
- **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. This is a legal requirement under the *Working with Children Check Act*.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.  
Note that volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are **not** required to have a WWC Check under the WWC Act. However, upon DET recommendation the College requires that parents are required to obtain one in these circumstances given the degree of contact volunteers may have with students in these situations – for further reference see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Library - Volunteers and Visitors in schools](#) page.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not  
[Note: volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are not required to have a WWC Check under the WWC Act. However, upon DET recommendation these volunteers requiring a WWC Check in circumstances where the parent is regularly volunteering given the degree of contact volunteers may have with students in these situations – for further reference see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Library - Volunteers and Visitors in schools](#) page.
- **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

Under the WWC Act, school council members are not required to have a WWC Check. However Upon DET recommendation the Principals, as Executive Officers of School Council, recommends that School Council members obtain a WWC Check in circumstances where they will be working alongside student School Council members. This would support compliance with the Child Safe Standards which require schools to implement practices for a child-safe environment.

Reviewed date:	18.08.2020	Review #	1	Page #	2
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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, a police check if working on cash handling processes). 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, grounds work, 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, the College reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at the discretion of the Principal or their nominee 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 College's policies, including, but not limited to our *Child Safety Policy, Child Safety Code of Conduct and 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 the College.

The 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 College's Volunteer policy, and child safety practices, including reporting obligations and procedures. Our College has a *Child Safety Reporting Obligations Policy & Procedure* 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.

Reviewed date:	18.08.2020	Review #	1	Page #	3
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## Resources

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

- [Volunteers In Schools](#)

This policy should be read in conjunction with the following school policies:

- 1.04 Child Safety Reporting Obligations Policy & Procedure
- 1.05 Child Safety Policy
- 1.06 Child Safety Code of Conduct
- 1.12 Duty of Care Policy
- 1.18 Statement of Values and School Philosophy
- 1.21 Visitors Policy
- 1.47 College Vehicles Policy
- COVID-19 Health Declaration Form.

## Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	<i>12.12.2018</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>18.08.2020</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>3 – 4 years</i>
<i>Principal Approval:</i>			