VOLUNTEERS POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

1. AIMS:

The aim of this policy is to outline the processes that Nelson Park school will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

2. SCOPE:

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school. This policy applies to both the Libau and Illinois Campus and any difference between campuses is specified.

3. 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, parents/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 schoolwork 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 parent's 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 (i.e., indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer schoolwork in good faith.

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4. PURPOSE:

Nelson Park School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Nelson Park School recognises that volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition.
The procedures set out below are designed to ensure that Nelson Park 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:

a. Volunteers are actively encouraged to participate in school activities, and will be invited to do so
b. Volunteers will be sought formally through the newsletter, written invitations, and personal approaches, as well as informally through conversation and opportunity
c. The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes
d. Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively
e. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative, and confidential working environment
f. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained
g. Volunteers may be sought to assist with school camps, excursions, and swimming programs. School Council requires that volunteers assisting with school camps, excursions and swimming programs provide a satisfactory Working With Children Check (WWCC) prior to their participation
h. Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
i. Volunteers will be required to register at the administration office daily and wear a visitors' badge whilst in the school. Volunteers will be invited to use the staff room and facilities
j. A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year

Suitability checks including Working with Children Checks

Working with Students:

k. Nelson Park School values the many volunteers that assist with sporting events, working in the canteen, sports events, camps, excursions, school concerts and 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, Nelson park 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.
l. Considering our legal obligations, and our commitment to ensuring that Nelson Park School is a child safe environment, we will require volunteers to obtain a WWCC and produce their valid card to the administration office staff for verification in the following circumstances:
    - **Volunteers who are not parent/family members** of any student at the school are required to have a WWCC if they are engaged in child-related work regardless of whether they are being supervised.

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- **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

m. 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:

n. On some occasions, parents and other members of the school community may volunteer to do work that is not child related. For example, school council, participating in sub-committees of school council, arts fair coordination, fundraising groups) during which children will not be, or would not reasonably be expected to be, present

o. 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, Nelson Park School reserves the right to undertake suitability checks, including proof of identity, WWCC's, at its discretion if considered necessary for any particular activities or circumstances

Management and Supervision:

p. 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 school's Statement of Values. 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.

q. 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 Nelson Park school

r. Nelson Park 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

s. All volunteers will be provided induction in relation to Nelson Park School's child safety practices, including reporting obligations and procedures.

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

<u>Compensation:</u>

Personal Injury:

u. 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 schoolwork

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Property Damage:

v. 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:

w. The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in schoolwork is legally liable for:
   - A claim for bodily injury to a third party
   - Damage to or the destruction of third party's property

Training and induction

x. Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

y. To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

z. Depending on the nature and responsibilities of their role, Nelson Park School may also require volunteers to complete additional child safety training.

Privacy and information-sharing

aa. 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.

bb. 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.

cc. 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 (including Mandatory Reporting) Policy and Procedures.

Records management

dd. 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 admin assistant to ensure they are managed in accordance with the Department's policy: Records Management – Schools.

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5. COMMUNICATION

This policy will be communicated to our school community in the following ways;

a. Available publicly on our school's website
b. Included in induction processes for relevant staff
c. Included as a link in all invitations to prospective volunteers
d. Included in our staff handbook/manual
e. Discussed in an annual staff briefing/meeting
f. Made available in hard copy from school administration upon request

6. RELATED POLICIES AND RESOURCES:

This policy must be read in conjunction with the following school documents:

- Statement of Value
- Statement to Child Safety/Child Safety Policy
- Child Safety Code of Conduct Policy
- Visitors to the School Policy

7. DEPARTMENT POLICIES

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

- 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

8. APPENDICES:

- Nelson Park Volunteer Agreement
- Confidential Staff Personal Details
- Volunteer Acknowledgement

Policy last reviewed	4th December 2023
Approved by	Principal / School Council
Next scheduled review date	December 2025

Nelson Park Volunteer Agreement

Introduction:

Nelson Park School very much appreciated the support by all volunteers. Many of the school's programs would not exist or continue without the support of volunteers.

In order to meet one of the school's objectives of providing a Safe and Secure environment for students, staff and others associated with Nelson Park, we have developed a range of policies aimed at meeting this objective. Key objectives which impact on volunteers are out Occupational, Health and Safety Policy and Working with Children Policy.

To ensure all volunteers are aware and agree to the conditions of working as a volunteer, Nelson Park School requires each volunteer to sign this agreement prior to commencing work.

This agreement will remain in place for the whole time the volunteer remains a volunteer at Nelson Park, however, if there is ever the need to change the agreement will need to be re-signed.

Nelson Park School agrees to:

- Provide for the orientation and ongoing supervision of the volunteer which includes appropriate school policies the volunteer needs to be aware of i.e., OHS and Safe Food Handling

- Inform the volunteer, where possible, of all school schedule changes

- Ensure access to a Nelson Park School staff member who will be responsible for the overall supervision of students and/or the activity

- Ensure that volunteers are neither responsible for the supervision of students or delivery of a program without a staff member's direction, nor be involved in any evaluation of students or school personnel or program

- Ensure that volunteers are not given access to personal information regarding students or staff, unless it is essential to the performance of their duties

- Ensure that all forms and personal information collected on the volunteer will be treated as confidential, and will be collected, maintained, used, disclosed and disposed of in accordance with the school's Privacy Policy

- Provide adequate insurance to cover the volunteer if injured while working as a Nelson Park School volunteer. The volunteer will also be covered by adequate insurance if the volunteer should cause an injury or loss while working as a volunteer unless the injury or loss is as a result of a criminal or illegal act

NELSON PARK SCHOOL
4768

PLEASE COMPLETE AND SEND TO THE OFFICE…THANK YOU.

CONFIDENTIAL STAFF PERSONAL DETAILS

Surname | Title (Mr/Mrs/Ms/Dr)

Given Names

Employee ID | VIT or WWCC No

Expiry date _____

Address ……..
…… Postcode ……...

Home No.

Mobile No.

Country of Birth | Date of Birth / /

Car Registration No | Sex (M/F)

Medicare No | Ambulance Fund Subscriber | Yes | No

Emergency Details – 1

Contact Name | Relationship

Address ……..
…….. Postcode ……...

Emergency Telephone No

Emergency Details – 2

Contact Name | Relationship

Address ……..
…….. Postcode ……...

Emergency Telephone No

As a volunteer, I agree to:

- Provide Nelson Park School with a current Working with Children's Check including evidence that the volunteer has registered Nelson Park School as a reporting entity. If a registered teacher, must provide a Victorian Institute Teaching card

- Perform duties as assigned with no expectation of remuneration, except for any out-of-pocket expenses associates with the volunteer work

- Notify the appropriate person at Nelson Park School as soon as possible when circumstances necessitate my absence

- Respect the confidentiality of all information about students, teachers and others, and ensure that this information is used in the context of the volunteer activity and not for any other purpose

- Neither discipline nor evaluate students, but report concerns to supervisor

- Treat others with dignity and respect

- Follow dress and behaviour codes as established by the school

- Abide by all Nelson Park School policies and procedures including OHS, Anti Bullying, Workplace Harassment and Anti-discrimination Policies

Acknowledgement

Volunteer's Name: _____

Volunteer's Signature: _____

Date: _____