

# VOLUNTEERS POLICY



KOO WEE RUP  
SECONDARY COLLEGE



## HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand this policy, please contact Koo Wee Rup Secondary College on 03) 5997 1444.

## PURPOSE

To outline the processes that Koo Wee Rup Secondary 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-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*Child-related work:* As defined by the [Worker Screening Act 2020](#) (Vic), child-related work is 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 direct 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 (i.e., indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer schoolwork in good faith.

## POLICY

Koo Wee Rup Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Koo Wee Rup Secondary College also recognises the valuable and significant contribution that volunteers provide to our school community and the work that we do. Volunteers shall be treated with respect and engaged in activities that are safe, appropriate and supported by designated staff.



The procedures set out below are designed to ensure that Koo Wee Rup Secondary 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

Volunteers shall be treated with respect and engaged in activities that are safe, appropriate and supported by designated staff.

The Principal or College Council may seek volunteers formally through the school communications, invitations or personal approaches, as well as informally through conversations.

## SUITABILITY CHECKS INCLUDING WORKING WITH CHILDREN CLEARANCES

### WORKING WITH STUDENTS

Koo Wee Rup Secondary College values the many volunteers that assist in our breakfast program, classrooms, sport events, musical and other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Koo Wee Rup Secondary College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Koo Wee Rup Secondary College is a child safe environment, we will require volunteers to obtain a WWC clearance and produce their valid card to the Administration Office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school 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
- **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

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 for garden working bees, school council, participating in sub-committees of School Council or other groups/events that meeting in the evenings during which children will not be, or would not reasonably be expected to be, present.



At Koo Wee Rup Secondary College, volunteers for this type of work will still be required to provide a valid WWC Check and may be required to undertake suitability checks such as proof of identity, work history involving children and/or reference checks.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, 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 to have a valid WWC Clearance. These volunteers may be also required to undertake suitability checks such as proof of identity, work history involving children and/or reference checks.

## TRAINING AND INDUCTION

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

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably 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.

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

## 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 Student Wellbeing and Engagement Policy, Statement of Values and School Philosophy, Child Safety Policy and our Child Safety Code of Conduct.

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](#).

Volunteers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact.

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

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 Koo Wee Rup Secondary College.

## PRIVACY AND INFORMATION-SHARING

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](#).



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.

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 Policy and Procedures*.

## RECORDS MANAGEMENT

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 HR/Business Manager to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

## 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 schoolwork.

### PROPERTY DAMAGE

If a volunteer worker suffers damage to their property in the course of carrying out schoolwork, 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 schoolwork is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

## COMMUNICATION

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

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



## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [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](#)



**KOO WEE RUP**  
SECONDARY COLLEGE

## POLICY REVIEW AND APPROVAL

Policy Last Reviewed	November 2022
Consultation	School Council 8 <sup>th</sup> November 2022 School Community (Compass article) 10 <sup>th</sup> November 2022
Approved By	Principal
Next Scheduled Review Date	Before November 2024

# VOLUNTEERS - CHILD SAFETY INDUCTION PACK



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## PURPOSE

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Koo Wee Rup Secondary College volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

## KEY MESSAGES

- Koo Wee Rup Secondary College is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something does not feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal or Assistant Principals. If this would not be appropriate in the circumstances, you can contact the South-Eastern Victoria Regional Office of the Department of Education and Training on 1300 338 738.

## MUST READ - INDUCTION MATERIALS

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

## CONTACT

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact via email with any comments or questions.

# VOLUNTEER AGREEMENT



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As a volunteer at Koo Wee Rup Secondary College, I agree to:

1. Work as a volunteer in the area/s of: \_\_\_\_\_
2. Discuss any concerns in relation to College matters with a member of the Principal team.
3. Keep all College related matters confidential and under no circumstances approach parents/guardians or community members in relation to issues arising at the College. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the Volunteer Policy which include a Working With Children Check.

As a Volunteer:

- I have participated in an Induction Program and I understand my responsibilities regarding Mandatory Reporting, Occupational Health and Safety and Welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
- I understand that if I breach any of the above Agreements my services as a Volunteer may be terminated.

Volunteer Name	
Volunteer Signature	
Principal Name	
Principal Signature	
Date	