



# VOLUNTEERS POLICY

File location: U:\PUBLIC\Policies & Procedures\Approved Policies\Volunteers Policy.doc

Authorised by: **Principal**

Approved by School Council:  
**04.12.24**

Date Created: 7/9/16

Last Updated: 29/11/24

Review Date: 2027

Page Number: 1 of 5



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College on 5381 7100, or email [horsham.co@education.vic.gov.au](mailto:horsham.co@education.vic.gov.au).

## PURPOSE:

To outline the processes that Horsham 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, step-parent, 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 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 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 approved volunteer schoolwork in good faith.

## POLICY

Horsham College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

Voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for the benefit of students. Volunteers deserve encouragement, effective management, support, and recognition.

Horsham College has a zero tolerance of child abuse and as such, all care will be taken when inducting volunteers into our school.

The procedures set out below are designed to ensure that Horsham 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 are actively encouraged to be involved in school activities and will be invited to do so. Volunteers can assist with classes as per invitations of the classroom teacher. Volunteers will not be required to carry out tasks with which they are uncomfortable
- Volunteers will be sought formally through the college newsletter and local newspapers, written invitations and personal approaches, as well as informally through conversation and opportunity
- All volunteers must be approved by the Principal and/or School Council depending on the type of volunteering, before they can commence any volunteer work associated to Horsham College

Members of our school community who would like to volunteer are encouraged to provide their resume including three references to the Principal.

## SUITABILITY CHECKS - INCLUDING WORKING WITH CHILDREN CLEARANCES

### *Working with students*

Horsham College values the many volunteers that assist in our classrooms, with sports events, camps, excursions, school productions, the annual Deb Ball, canteen and other events and activities. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Horsham College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as references, proof of identity, qualifications and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Horsham College is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the Principal/Human Resources Manager 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 gardening, maintenance, working bees, parents and friends club coordination, School Council, participating in sub-committees of School Council and fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

While volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities, Horsham College reserves the right, at its discretion, to undertake suitability checks, including requiring proof of identity, and 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 it is important that these volunteers do have a valid WWC Clearance when they are involved in making decisions about our school that will impact our students.

As such, School Council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance.

## **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, Horsham College 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 Child Safety and Wellbeing 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 (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 Horsham 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 the Principal (or his nominee) 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
- annual reference in school newsletter
- made available in hard copy from school administration upon request.

## RELATED POLICIES AND RESOURCES

Example School policies and resources relevant to this policy include: *Statement of Values and School Philosophy, Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy.*

Department policies:

- [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](#)

## REVIEW CYCLE

This policy will be reviewed in accordance with the Policy Review Schedule