



WILLIAMSTOWN NORTH PRIMARY SCHOOL No. 1409

RESPECT

RESILIENCE

RESPONSIBILITY

DOING YOUR BEST

VOLUNTEER POLICY

Date: October 2022



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Principal or Assistant Principal on 9397 5722.

1. PURPOSE

To outline the processes that Williamstown North primary School (WNPS) 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.

3. DEFINITIONS

(Note: The definitions below are based on the relevant legislation/ Ministerial Order and must not be amended).

- A. *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.
- B. *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.
- C. *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.

D. Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

E. 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 school work in good faith.

4. POLICY

WNPS is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Students at our school have the opportunity to participate in a broad range of opportunities, with many of these opportunities being dependent on the support of volunteers. The school recognises the important role that volunteers play in the day to day life of the school and is deeply appreciative of the valuable contributions that volunteers provide to our school community.

The procedures set out below are designed to ensure that WNPS volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

a) Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to follow all school communication which will predominantly be posted through the Newsletter, Compass or eNews, whereby volunteers will be actively sought by the school. Increasingly, the school will utilise electronic platforms to seek volunteers from the school community, to ensure high accessibility and ease of communication for all parents. Typically, volunteers will be sought for general support in classrooms, specialist programs, excursions, major events, sporting activities, camps etc.

b) COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

c) Suitability checks including Working with Children Clearances

Working with students

Williamstown North Primary School values the many volunteers that assist on a day to day basis to enrich the opportunities for students and build their connectedness with the school. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Williamstown North Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, qualifications, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Williamstown North Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the administrative staff in the main 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 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.

d) 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, School Council, participating in Sub-committees of School Council, Fete Coordination, other groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

In general, Williamstown North Primary School deems it to be good practice for all regular volunteers to have a WWC, however 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, Williamstown North 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 during which children will not be, or would not reasonably be expected to be, present.

e) 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.

f) 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. Volunteers who are present on the school site for an extended period, will be expected to sign in as a 'visitor' at the main office.

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 Williamstown North Primary School.

Williamstown North Primary School will provide any appropriate induction and/or training for all volunteer workers where deemed necessary. 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, with a focus on ensuring all volunteers employ appropriate safety procedures aligned with the school's OHS platform.

All volunteers will be provided induction in relation to Williamstown North Primary School's child safety practices, including reporting obligations and procedures. Our school's Child Safety Standards documentation incorporates procedures for Incident Reporting (Appendix 5) and guidelines for Responding to and Reporting Suspected Child Abuse (Appendix 6).

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 WNPS.

g) 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*.

h) 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.

5. 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
- In hard copy from the Administration Office as requested

6. RELATED POLICIES AND RESOURCES

- See related policies, including *Statement of Values, Visitors Policy, Statement of Commitment to Child Safety/Child Safe Policy, Child Safety Code of Conduct*.

7. POLICY REVIEW AND APPROVAL

Policy last reviewed	12 th October 2022
Consultation	12 th October 2022
Approved by	Principal
Next scheduled review date	October 2024