



WILLIAMSTOWN PRIMARY SCHOOL

Volunteers Policy

1. PURPOSE

To outline the processes that Williamstown Primary 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.

3. DEFINITIONS

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 contact with children that is incidental to the work.

Closely related family member is a 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 is a person who voluntarily engages in school work or approved community work without payment or reward.

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.

School means Williamstown Primary School.

4. PROCEDURES FOR IMPLEMENTATION

Williamstown Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Williamstown Primary School also 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 Williamstown Primary 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

Members of our school community who would like to volunteer are required to attend the 'Classroom Helpers' session, which is held at the beginning of the school year. In circumstances where a potential volunteer is unable to attend, they should contact a member of the Principal class team to discuss their interest.

All volunteers must sign the 'Volunteering at Williamstown Primary School' agreement before commencing volunteer work.

After this, classroom teachers will make requests for volunteers. This may be in the classroom, on excursions, camps, etc. and will depend on the year level. We also encourage volunteers to discuss their interest in helping with the classroom teacher.

Suitability checks including Working with Children Checks

Working with students

Williamstown Primary School values the many volunteers that assist in our classrooms and in extra curricular programs. To ensure that we are meeting our legal obligations under the Working With Children Act 2005

(Vic) and the Child Safe Standards, Williamstown Primary 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.

Considering our legal obligations, and our commitment to ensuring that Williamstown Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the WPS 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, regardless of whether their own child is participating in the activity or not.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, 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, working bees, Friends of Willy participation) 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, Williamstown 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.

School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. 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 do have a valid WWC Check.

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 Policy / Statement of Commitment to Child Safety, 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 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 Primary School.

Williamstown Primary 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.

All volunteers will be provided induction in relation to Williamstown Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy 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.

References:

- *Statement of Values*
- *Visitors Policy*
- *Statement of Commitment to Child Safety/Child Safe Policy*
- *Child Safety Code of Conduct*
- Ministerial Order 870 - Child Safe Standards (Standard 4)
- Education and Training Reform Act 2006
- Workplace Injury Rehabilitation and Compensation Act 2013

5. REVIEW AND POLICY HISTORY

- This policy is due for formal review in February 2023 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
February 2020	New policy	Yes	No	Consultation recommended

Suitability Check Flowchart for Schools

