



# BALLARAT PRIMARY SCHOOL (DANA ST)

## VOLUNTEERS POLICY

### PURPOSE

To outline the processes that Ballarat Primary School (Dana St) 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-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, 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 (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

## POLICY

Ballarat Primary School (Dana St) is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Ballarat Primary School (Dana St) 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 Ballarat Primary School (Dana St)'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 partake in school activities. This may include assisting in classrooms, attending excursions, being a member of School Council, carrying out activities which support the school or organising school events. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.

At the beginning of each school year, school community members are invited to participate in two informative sessions, where details of volunteering are shared and the school's Code of Conduct is signed.

### Suitability checks including Working with Children Checks

#### ***Working with students***

Ballarat Primary School (Dana St) values the many volunteers that assist in our classrooms, with 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, Ballarat Primary School (Dana St) 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 Ballarat Primary School (Dana St) is a child safe environment, we require **all** volunteers to obtain a WWC Check and produce their valid card to Vicki Dunne for copying & storage.

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 on the weekend for gardening, maintenance, school council, participating in sub-committees of school council, school council sub-committee meetings other fundraising groups that meet in the evenings 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, Ballarat Primary School (Dana St) 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.

### **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 *Keeping Children Safe* document and our Child Safety Code of Conduct. 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 Ballarat Primary School (Dana St).

Ballarat Primary School (Dana St) 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 the school's child safety practices, including reporting obligations and procedures.

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

Volunteers are required to carry out tasks in a manner consistent with school expectations and the school's values (respect & care, responsibility, inclusion, tolerance & understanding and excellence), ensuring a professional, supportive and confidential working environment.

Individual or groups of volunteers will be acknowledged at assembly and in the newsletter, publicising their contributions to the school.

A thank you morning tea will be provided in term 4 to recognise volunteers for their contributions throughout the year.

### **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.

#### REVIEW CYCLE

This policy was last approved by school council in October 2018 and is scheduled for review in October 2021