



BALLARAT PRIMARY SCHOOL (DANA ST)

VOLUNTEERS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 03 5332 1301.

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-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 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 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 Penny Kaletsch 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, and 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.

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 our [Child Safe](#) policies, procedures and [code of conduct](#) 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, our school 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 Child Safety Policy 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 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.

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 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.

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. Members of staff must retain a written record of information pertaining to child safety concerns that are reported to them. 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 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 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.

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 in our staff handbook/manual
- Made available in hard copy upon request

RELATED POLICIES AND RESOURCES

Ballarat Primary School (Dana St) 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	August 2023 – School Council
Approved by	Principal
Next scheduled review date	August 2025

