Collingwood College

Volunteers Policy

Document Version: V2
Last Updated/Principal Approval: February 2023
Consultation: Ongoing consultation with school community via an offer to provide feedback on child safety policies and procedures as outlined on our website

Document Status: Published
Review By: Sam Luck



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
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Purpose

The purpose of this policy is to outline the procedures Collingwood 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: 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

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- 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.

Please note that these definitions are legal statements and cannot be amended.

Policy Implementation

Collingwood College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Collingwood College recognises the valuable contribution that volunteers provide to our school community. Voluntary workers can make a significant contribution to our 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 our school programs, providing a wider range of interactions and experiences for the benefit of students. Volunteers deserve encouragement, effective management, support, and recognition.

The procedures set out below are designed to ensure that volunteers at Collingwood College 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 encouraged to be involved in school activities and will be invited to do so at various times throughout the school year. Volunteers can assist with classes as per invitations of the classroom teacher and will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.

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.

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For further information, refer to:

COVID-19 Vaccinations – Visitors and Volunteers on School Sites

Attendance

Volunteers (other than those engaging in weekend work) will be required to register at the administration office daily and wear a visitors' badge whilst in the school. Volunteers will be invited to use the staff room and facilities.

Suitability Checks including Working with Children Clearance

Working with students

Collingwood College values the volunteers that assist in our classrooms, with sports events, camps, excursions, school events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Collingwood 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 reference, proof of identity, qualification and work history involving children checks.

Where prospective volunteers are required under the law and this policy to have a WWC Clearance, the principal has the discretion to accept evidence of a WWC check application in order to commence volunteer work, provided the volunteer provides the school with evidence of the application outcome (clearance or exclusion) as soon as practicable after the applicant receives it.

Considering our legal obligations, and our commitment to ensuring that Collingwood College is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the principal or the front office 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.

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- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
  (see *Suitability Check Flowchart for Schools* and the Department's Policy and Advisory Library (PAL) — Working with Children and other Suitability Checks for School Volunteers and Visitors.)
- **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 on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Collingwood College reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, 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 evidence of a valid 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 that it is important

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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 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 reasonable likely to be present, volunteers must familiarise themselves with the Child Safety policies, procedures and code of conduct and ensure the actions and requirements in these documents are followed when volunteering for our school.

Collingwood College 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 Collingwood College's child safety practices, including reporting obligations and procedures. Our school has a *Child Safety Responding and Reporting Obligations Policy and Procedures* for all mandatory notification procedures which all staff and volunteers should be aware of.

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, 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.

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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 Collingwood 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 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.

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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 college website and through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

Further Information and Resources

Related School Policies/Documents

- Child Safe Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Inclusion and Diversity Policy
- Digital Learning Policy
- Duty of Care Policy
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy
- Visitors Policy

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- Yard Duty and Supervision Policy

The following Department of Education and Training policies and guidance are relevant to this policy:

- Child Safe Standards
- Protecting Children — Reporting and Other Legal Obligations
- Managing and Reporting School Incidents
- Reportable Conduct
- Restraint and Seclusion
- Identify child abuse
- Report child abuse in schools (including four critical actions)
- Identify and respond to student sexual offending

Policy Review and Approval

This policy will be reviewed every 2 years, or earlier as required by any changes to DET policy.

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2024

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