



VOLUNTEER POLICY

Definition

A volunteer school worker is a person who without payment or reward voluntarily:

- engages in:
 1. school council functions
 2. activities for the welfare of the school at the request of the principal or school council
 3. school work
- attends state or regional meetings

Rationale

The success of many activities for Malvern Central School (the school), including the Classroom Helpers program, excursions and school camps, depends on the assistance of volunteer parents and carers. Volunteers add significantly to the human resources available to our school, therefore providing our students with a wider range of interactions, opportunities and experiences.

In line with the *Working with Children Act 2005*, the School requires all who volunteer their time and are in contact with students including oral, written or electronic communication as well as face-to-face and physical contact to have a valid Working with Children Check (WWCC). If a volunteer's occupation exempts them from the requirement to also have a WWCC e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

Employees of the Department of Education and Early Childhood Development (DEECD) and local school-based employees are not included in this policy.

Aims

1. To maintain the safety and high standards of care and responsibility to all students and members of the Malvern Central School community
2. To ensure that the privacy and confidentiality of all members of the Malvern Central School community is maintained.
3. To ensure volunteers approved to work with children meet legal requirements.

Implementation

4. To be a volunteer at the School a WWCC provided by the Department of Justice is required. This card is:
 - 4.1. Valid for 5 years
 - 4.2. Transferrable between volunteer organisations
 - 4.3. Free of charge for volunteers, but cannot be used for paid employment.
5. A volunteer can commence work with the school when they provide a receipt as proof they have applied for a WWCC with the Department of Justice & Regulation.
6. The role of **school** is to:
 - 6.1. Comply with the **Child Safe Standards** that have been introduced as part of the Victorian Government's response to the **Betrayal of Trust Inquiry**. These are compulsory minimum standards under the *Child Wellbeing and Safety Act 2005* that apply to organisations that

- provide services for children.
- 6.2. Comply with the **Reportable Conduct Scheme** requirements that came into effect on 1 July 2017.
 - 6.3. Ensure a register of all volunteers is maintained in the Administration Office:
 - 6.3.1. The register will include photocopied WWCC cards for all volunteers, along with receipts where volunteers have applied for a WWCC, but are awaiting a WWCC card.
 - 6.3.2. Any volunteers for excursions and school camps are checked to ensure they have a valid WWCC.
 - 6.4. Ensure a staff member supervises (directly or indirectly) a volunteer in each of the areas he/she works.
 - 6.5. Ensure all volunteers have signed into the school and wear the appropriate badge.
 - 6.6. Ensure volunteers are provided with information specific to the nature of the activity and the volunteers involvement
 - 6.7. Awareness of privacy and confidentiality obligations and applicable privacy Act (2014) to adhere to the legislative requirements.
 - 6.8. Ensure volunteers adhere to the School's Occupational Health and Safety (OH&S) procedures as set out in the Emergency Management Plan.
7. A **volunteer** is responsible for:
- 7.1. Ensure an application for a WWCC is completed prior to the commencement of any volunteer work with children.
 - 7.1.1. Provide a receipt to the Administration Office as proof they have applied for a WWCC with the Department of Justice & Regulation prior to commencing any volunteer work.
 - 7.2. Communicate with the identified staff member in relation to the area of work being undertaken.
 - 7.3. Sign into the Administration Office and wear the appropriate identification at all times, and upon leaving, return the badge and sign out.
 - 7.4. Adhere to the expectations of the school specific to :
 - 7.4.1. the nature of the activity and the volunteers involvement
 - 7.4.2. An awareness of privacy and confidentiality obligations and applicable privacy Act (2014) to adhere to the legislative requirements..
 - 7.5. Adhere to Malvern Central School's Occupational Health and Safety procedures as set out in the Emergency Management Plan.
 - 7.6. Refer all student concerns or behaviour issues to the supervising teacher.
 - 7.7. Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
8. A volunteer's involvement may be reviewed at the Principal's discretion and where the volunteer:
- 8.1. Continually fails to follow requirements outlined in the Volunteer Policy
 - 8.2. Behaves towards students, parents or staff in a manner deemed inappropriate or improper, or
 - 8.3. Continually fails to meet commitments without notice to the school.
 - 7.7. WWCC has been revoked

Resources

- DEECD School Policy & Advisory Guide
Retrieved 12 June 2015, from
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

- Information Privacy Act (2014)
Retrieved 12 June 2015 from
<https://www.privacy.vic.gov.au/privacy/web2.nsf/pages/information-privacy-act>
- Working with Children Check
<http://www.workingwithchildren.vic.gov.au/home/>
- Reportable Conduct Scheme
<https://ccyp.vic.gov.au/reportable-conduct-scheme/>
- Child Safe Standards
<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>
- Betrayal of Trust Inquiry
<https://www.parliament.vic.gov.au/fcdc/article/1788>

Other School Policies

This policy should be read in conjunction with other relevant school policies found on our website, such as:

- Child Safe Standards Policy
- Working With Children Check Policy
- Code of Conduct
- Camp Policy
- Excursion Policy

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Review Date: 2020

This policy was last ratified by School Council in: **September 2017**