



VOLUNTEERS POLICY

POLICY and PROCEDURES

Cape Clear Primary School

Rationale: Voluntary workers can make a significant contribution to the 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 school programs, thus providing a wider range of interactions and experiences for the benefit of students. Volunteers deserve encouragement, effective management, support, and recognition. From 1 August 2016, the Child Safe Standards come into force, legislated under Ministerial Order No. 870.

<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html> Cape Clear Primary School has a **zero tolerance of child abuse** and as such, all care will be taken when inducting volunteers into our school.

Aims:

- To ensure that every volunteer who contributes to our school is appropriately screened via a thorough process with the intent of mitigating the risk of child abuse occurring.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To encourage volunteers from both the school community and the wider community to engage and assist within our educational programs.
- To provide volunteers with the support and recognition of their services and assistance
- To ensure that volunteers involved in activities with potentially high levels of student contact are of sound character and have been deemed suitable to volunteer in school, especially in terms of providing a specialised service or skills where assisting.
- To ensure that the privacy of staff, students and volunteers is respected.
- The Principal, as the Executive Officer of School Council, has the authority to require volunteers to undergo a WWCC Check and/or a CRC irrespective of whether the person is exempt from the Act.
- **A Working With Children Check (WWCC)** is mandatory for all non-teaching based school employees and volunteers who have direct contact with children. This includes, oral, written and electronic communication as well as face-to-face and physical contact. The WWCC is valid for up to five years; however, it is monitored on a regular basis. A WWCC will be required for one off or intermittent volunteering and where a volunteer is working

in the classroom (under the supervision of the teacher) of their own child/children. Volunteers involved in a reading program for example, would be required to have a WWCC.

- Volunteer WWCC will be kept on file within the school. The results of all CRCs and WWCCs are strictly confidential
- Parents attending activities with any level student contact such as camps are required to have a WWCC irrespective of whether their own child is a participant.
- Volunteers who are in charge of an individual or group of students at any time are required to hold and present to the school a current WWCC PRIOR to any contact with students.

Implementation:

- Volunteers are actively encouraged to be involved in school activities, and will be invited to do so.
 - Volunteers will be sought formally through formal school communication channels, written invitations and personal approaches, as well as informally through conversation and opportunity.
 - The supervising teacher will direct the work and be ultimately responsible for any student discipline issue, not the volunteer.
 - Volunteers will be required to register at the administration office on any day of attendance, and wear a visitor's badge whilst in the school, signing in and out as required.
 - Volunteers will not be required to carry out tasks with which they are uncomfortable.
 - Volunteers must not supervise students on their own.
 - Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
 - Volunteers may be sought to assist with school camps and excursions.
 - Staff and Volunteers are expected to treat each other with respect at all times.
 - Volunteers should not approach classroom teachers on perceived controversial issues. Any issues should be raised with the Principal or Assistant Principal.
 - Concerns by staff or parents about the work of a volunteer (including their suitability) are to be raised to the Principal or Assistant Principal immediately.
 - The Principal, school council or teacher (in consultation with the principal) may terminate or deny any invitation of assistance of a volunteer at any time
 - Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
 - A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work

is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

- If the property of or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation, as with a person employed by DET.
- A morning tea will be provided in Term 4 to thank volunteers for their contributions to our school.

Evaluation:

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

Cape Clear Primary School is committed to Child Safety – We have a zero tolerance to child abuse

<http://www.education.vic.gov.au/school/principals/s pag/governance/pages/volunteers.aspx>

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Cape Clear Primary School Policy: Ratified _____ Reviewed 2021

