



Volunteers Policy

Rationale

- School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.
- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition. Volunteering is also an active way in which the community can engage in the school.

Definition

- **Volunteer** – means a person who, without remuneration or reward, voluntarily engages in tasks at school.
- **Working with Children Check (WWC)**
 - The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis.
 - To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:
 - valid for 5 years
 - transferable between volunteer organisations
 - free of charge for volunteers, but cannot be used for paid employment.
 - WWC Checks for paid employment can be used to show suitability for volunteer work.

Aims

- To optimise the learning experiences of our students.
- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.
- To ensure volunteers approved to work with children meet legal requirements.

Implementation

- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice. See *Working with children checks policy* for additional information.
- Volunteers are actively encouraged and may be invited to partake in school activities.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation by individuals from a broad spectrum of the community.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with school policies and programs, including maintenance of a professional, cooperative and confidential working environment according to the values of the school.
- Volunteers working in a classroom will be supervised by a staff member at all times.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with school camps and excursions.
- Volunteers will be required to sign the visitors register each time they attend school and wear a visitors badge to identify them.
- Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
- Volunteers undertaking tasks 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 recognised volunteer 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**.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- If the property 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 School Council or DET may authorise reasonable compensation to the party incurring the loss.

Related Policies

- Working with children checks policy

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle unless parent volunteer numbers warrant earlier review.

This Policy was ratified by School Council – September 2015