



4721 Ballarat – Colac Road
Napoleons, 3352
Phone: (03) 5342 0414
Fax: (03) 5342 0063

napoleons.ps@education.vic.gov.au

VOLUNTEERS POLICY

PURPOSE

To outline the processes that Napoleons Primary School 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-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
- 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

Napoleons Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Napoleons Primary School 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 Napoleons Primary School's volunteers 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 register their interest with the Classroom teacher or Principal and advise the school of their availability. The school may also call for volunteers to support special events such as fundraisers and community events.

Volunteers will need to complete a Privacy / non-disclosure form.

Suitability checks including Working with Children Checks

Working with students

Napoleons Primary School values the many volunteers that assist our school community e.g.: in our classrooms/with sports events/camps/excursions/school concerts/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, Napoleons Primary School is required to undertake suitability checks which will 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 Napoleons Primary School is a safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Principal and/or the Business Manager for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check 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.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.

[Note that volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are **not** required to have a WWC Check under the WWC Act. However, DET recommends that schools do require parents to obtain one in these circumstances given the degree of contact volunteers may have with students in these situations. – see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Guide – Suitability Checks for School Volunteers and Visitors](#) page.]

- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not

[Note: volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are not required to have a WWC Check under the WWC Act. However, DET recommends that schools consider requiring a WWC Check in circumstances where the parent is regularly volunteering given the degree of contact volunteers may have with students in these situations – see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Guide – Suitability Checks for School Volunteers and Visitors](#) page.

- **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

[Note: under the WWC Act, school council members are not required to have a WWC Check. However, DET recommends principals, as Executive Officers of School Council, consider recommending that School Council members obtain a WWC Check in circumstances where they will be working alongside student School Council members. This would support compliance with the Child Safe Standards, which require schools to implement practices for a child-safe environment, including making appropriate suitability checks (at the discretion of the school) for any work performed by an adult where children are present or reasonably expected to be present.

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

Note: At law, volunteers who are not engaged in child-related work (e.g. fete planning and organisation) do not need a WWC Check under the WWC Act. However, the Child Safe Standards require appropriate suitability checks (at the discretion of the school) for any **child-connected** work which is work performed where children are present or reasonably expected to be present.

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related during which children will not be, or would not reasonably be expected to be, present.

At Napoleons Primary School, volunteers for this type of work will still be required to provide a valid WWC Check.

School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. 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 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.

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 Policy, our Child Safety Code of Conduct, our Statement of Values and School Philosophy, School Wide Positive Behaviours Expectation Matrix and our Privacy Policy.

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 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 Napoleons Primary School.

Napoleons Primary School 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 Napoleons Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety/Mandatory Reporting Policy which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

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.

RELATED POLICIES AND RESOURCES

Child Safety Policy

Statement of Values and School Philosophy

[School Wide Positive Behaviours Expectation Matrix](#)

Privacy Policy

[Visitors Policy](#)

Duty of Care

REVIEW CYCLE

This policy was last approved by school council on March 2020 and is scheduled for review in March 2022.