

# Volunteers Policy

## PURPOSE

To outline the processes that Lucas 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 (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

## POLICY

Lucas Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Lucas 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 Lucas 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**

Volunteers are actively encouraged to partake in school activities. This may include assisting in classrooms, attending excursions, being a member of School Council, carrying out activities which support the school or organising school events. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.

## **Suitability checks including Working with Children Checks**

### ***Working with students***

Lucas Primary School values the many volunteers who assist in our classrooms, with school events, excursions, and other activities and programs. To ensure that we are meeting our legal obligations under the Working With Children Act 2005 (Vic) and the Child Safe Standards, Lucas Primary School is required to undertake suitability checks which may 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 Lucas Primary School is a child safe environment, we require **all** volunteers to obtain a WWC Check and produce their valid card to the school office for copying and storage.

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, school council and 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 Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Lucas Primary School reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

## **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 and Code of Conduct. 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 Lucas Primary School.

Lucas 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 the school's child safety code of conduct and practices.

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

Volunteers are required to carry out tasks in a manner consistent with the school expectations and the school's values ensuring a professional, supportive and confidential working environment.

Individual or groups of volunteers will be acknowledged at assembly and in the newsletter, publicising their contributions to the school.

A thank you morning tea will be provided in Term 4 to recognise volunteers for their contributions throughout the year.

## **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 Safe Code of Conduct
- Child Safety Policy
- Child Safety Reporting and Responding Policy
- Child Safe Risk Assessment
- Student Wellbeing and Engagement Policy
- Visitors Policy

## **REVIEW CYCLE**

This policy was last updated in June 2020 and is scheduled for review in Term 2, 2023.