

Bundoora Primary School Policy Manual	700 MANAGEMENT POLICIES 704 Volunteers	Page: 1 of 3 Issue No: 1.2 Date: August 2011
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1.0 VISION

Volunteers add significantly to the human resources available to the school, and are encouraged, effectively managed, supported and recognised.

A variety of volunteers are being effectively used in different ways at our school, for the benefit of students.

We are complying with legislation by ensuring that all volunteers who work with children in the school have a current Working With Children Check.

2.0 DEFINITION

A volunteer school worker is a person whom, without remuneration or reward, voluntarily engages in work at the school, often having direct contact with children. Direct contact is any contact with a person or a child that involves any of the following: physical contact, talking face to face, physically being within eyeshot; this means you can physically see them.

3.0 ACTION

3.1 The principal of the school, the school council or staff may seek volunteers formally through the school newsletter, written invitations and personal approaches, as well as informally through conversations.

3.2 All volunteers are required to have a current Working With Children Card. It is the volunteers' responsibility to obtain this check, keep it current (valid for five years) and to notify the principal within seven days if an Interim Negative Notice, or a Negative Notice, is issued.

3.3 The principal of the school or the school council may terminate any invitation to a person to assist a school as a volunteer school worker.

3.4 A volunteer school worker will at all times comply with any direction or instruction given to him/her by the principal or delegate.

3.5 Volunteers will be provided with appropriate training or instruction before commencing their volunteer role to assist them in carrying out their tasks at school in an effective manner.

3.6 Volunteers may access school documents relating to, but not limited to:

- Occupational Health and Safety
- Privacy and Confidentiality
- Anti Discrimination/Equal Opportunity
- Sexual Harassment Policy
- Teacher Duty of Care
- Teachers and Mandatory Reporting
- School Policy & Student Management

Appropriate behaviour when working with students Volunteer Policy and any relevant codes of practice

3.7 Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.

3.8 Volunteers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact.

3.9 Volunteers will be expected to respect the professional standing and roles of school staff members.

3.10 School Staff members and volunteers will be expected to treat each other with respect.

3.11 Volunteers may be sought to assist with school camps and excursions. DEECD policy states that 'accredited police records checks are desirable for volunteer workers who come into contact with students at the school'. School Council requires that volunteers assisting with offsite school camps and swimming activities provide a satisfactory Working With Children Check Card prior to their participation.

3.12 Volunteers are not to approach classroom teachers on controversial issues. Such issues are to be addressed through the Principal or Assistant Principal.

3.13 If staff have any issues related to the volunteers program they should be brought to the attention of their Team leader, Assistant Principal or Principal.

- 3.14** Concerns by staff or parents regarding the work of a volunteer should be raised with the Principal or Assistant Principal immediately. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
- 3.15** Volunteers will be required to register as volunteers and sign in with the class teacher or the office upon arrival.
- 3.16** 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.
- 3.17** 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 as if the person was a worker employed by the Department and the personal injury suffered arose out of or in the course of employment with the Department.
- 3.18** Volunteer support will be acknowledged in the newsletter, publicising their contributions to the school. A function will be provided in Term 4 to thank volunteers for their contributions throughout the year.
- 3.19** Volunteers must provide proof of their Working with Children Card, and the school will maintain records.

4.0 REVIEW

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

Working With Children Check - Rationale (attachment to Volunteers Policy)

The Working with Children (WWC) Check affects many people in the Victorian community. People who work or volunteer with children, and employers, agencies and volunteer organisations that employ people in child-related work are most directly affected. This includes people working in schools

The WWC was developed through extensive public consultation, and aims to strike a balance between protecting children, promoting volunteering and safeguarding individual rights. The WWC Check has the unique benefit of providing ongoing monitoring for offences. Checks are also valid for five years and are transferable between jobs or volunteer organisations.

Any person who has direct contact with a child, as a volunteer or in paid work, is required to hold a current WWC Card.

Direct contact is any contact with a person or a child that involves any of the following:

- ◆ physical contact
- ◆ talking face to face
- ◆ physically being within eyeshot; this means you can physically see them.

An employee or volunteer must:

- ◆ determine whether you require a WWC Check
- ◆ if required, apply for a WWC Check by the time indicated in the [phasing plan](#)
- ◆ provide true and correct information on your application form
- ◆ show your Application Receipt to your employer or volunteer organisation upon request as evidence that you have submitted an application. While you are not prevented from commencing child-related work before passing the WWC Check, some employers or volunteer organisations may require that you have passed the WWC Check before you can commence work with them

Once your application has been lodged it will be sent to the Working with Children Check Unit at the Department of Justice where it will be assessed. Broadly, the WWC Check will consider relevant offences in the following categories:

- ◆ serious sexual offences
- ◆ serious violence offences
- ◆ serious drug-related offences.

An employee or volunteer must:

- ◆ if issued with an Assessment Notice, present your WWC Check Card to your employer, agency or volunteer organisation on request or when applying for child-related work
- ◆ not use your Volunteer Assessment Notice and Card for work which is for profit or gain. If you are a volunteer, and wish to work for profit or gain in child-related work, you need to reapply for an Employee Assessment Notice in order to avoid penalties
- ◆ inform the Secretary of the Department of Justice, and your employer, agency or volunteer organisation if you have a relevant change in circumstances, for example, if you have been charged or found guilty of a new relevant offence
- ◆ surrender documents as required, if the Secretary of the Department of Justice cancels your [Assessment Notice](#)
- ◆ inform your employer, agency or volunteer organisation within seven days if you have been issued with an Interim Negative Notice or Negative Notice

- ◆ not engage in child-related work if you have been issued with a [Negative Notice](#)
- ◆ not reapply for a WWC Check for five years after a Negative Notice has been issued, unless there has been a relevant change in your circumstances.

An employee or volunteer should:

- ◆ keep your Assessment Notice and WWC Check Card in a safe and secure place
- ◆ not give your WWC Check Card to anyone else
- ◆ apply for a new WWC Check before it expires. WWC Check Cards are valid for five years. You may apply for a new Assessment Notice six months before or up to three months after the expiry date on your WWC Check Card.
- ◆ return your Assessment Notice and WWC Check Card if your Assessment Notice has been expired for more than three months and the Department of Justice requests that you return them. There are penalties if you do not return your Assessment Notice and WWC Check Card when required, without a reasonable excuse.

◆ Note that the Department of Justice will notify your employer, agency or volunteer organisation if you have been issued with an Assessment Notice, Interim Negative Notice or Negative Notice, or if you have been asked to return your Assessment Notice and WWC Check Card.