



# **MALVERN VALLEY PRIMARY SCHOOL**

## **VOLUNTEER POLICY**

### **GENERAL MANAGEMENT AND ORGANISATION**

#### **DEFINITION**

A Volunteer is defined as a person whom without payment or reward, voluntarily engages in school work. This includes those volunteering in school events held off-premises.

#### **RATIONALE:**

Volunteers add significantly to the human resources available to the school, and consequently the educational program able to be afforded to its students. Volunteerism is a rewarding experience for those involved; Malvern Valley Primary School aims to provide numerous and diverse opportunities for such opportunities. Volunteers deserve encouragement, effective management, support and recognition.

#### **AIMS:**

- To maximise the number and variety of effective volunteers who contribute to our school.
- To enhance the opportunities and educational programs provided to students through utilising the skills of community members.
- To provide volunteers with the support and recognition they deserve.
- To provide volunteers with insight into the many facets of the school operations with which they have the opportunity to be involved in.

#### **IMPLEMENTATION:**

##### **1. Regulations:**

- 1.1 Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- 1.2 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.
- 1.3 A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work are entitled to lodge a claim with WorkSafe, underwritten by CGU Workers Compensation (Vic) Ltd and are processed as standard claims.
- 1.4 If the property owned by, 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.
- 1.5 Volunteers will be required to acknowledge that they know and understand the school's Code of Conduct, of which a copy will be provided upon sign in. For events held off premises, where the duty of care for students remain with their parents, this will not be required.
- 1.6 School Council requires that when volunteers are working with students, they provide a satisfactory Working with Children Check (WWCC) or current VIT registration, prior to their participation.
- 1.7 A volunteer can commence work in a school once the application for a WWCC check is lodged. The receipt needs to be shown as proof of application.
- 1.8 Volunteers on premises will be required to acknowledge that they know and understand the school's Emergency Management procedures. Emergency Evacuation signage will be prominent within the school to ensure all Volunteers are able to safely evacuate should the need arise.

##### **2. Coordination:**

- 2.1 Opportunities for volunteers will include, but not be limited to classroom and specialist teacher based activities, canteen, excursions, camps, working bees and other special events.

- 2.2 Volunteers will be sought formally through the newsletter and other written communication, Skoolbag, the Phoenix Park Network, personal approaches, as well as informally through conversation and opportunity.
- 2.3 The school will seek to provide a variety of opportunities for volunteer participation within the immediate (parents and carers) and wider community. Parent involvement is more specifically referred to in the school's Parent Involvement Policy.
- 2.4 Where appropriate, parents will be encouraged to sign up to rosters using online platforms such as 'Signup' (<http://www.signup.com/>) or collaborative 'cloud' documents.
- 2.5 A Parent Helper's and Volunteer's Morning Tea will be provided annually by staff and students in recognition of the contributions of all parent helpers and volunteers and to celebrate the successes throughout the year.

### **3. Practice:**

- 3.1 Volunteers will be required to register at the administration office daily, and wear a visitors' badge whilst in the school.
- 3.2 Volunteers will be provided with an appropriate induction and any support or instruction necessary to help them carry out their tasks at school confidently and effectively.
- 3.3 Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- 3.4 Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.

### **EVALUATION:**

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

**RATIFIED BY SCHOOL COUNCIL: 2016**

**TO BE REVIEWED: 2019**

## Appendix 1: Abbreviated Code of Conduct

# PROTECT



Education  
and Training

### Child Safety Code of Conduct, 2016

Malvern Valley Primary School is committed to the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations.

#### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- Upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy
- Treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- Promoting the safety, participation and empowerment of students with a disability
- Reporting any allegations of child abuse or other child safety concerns to the school Principal
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

#### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- In the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

*This Code of Conduct was endorsed/approved by the Malvern Valley Primary School on 29/08/2016 for review if legislative or other changes require in the interim or no later than December 2018*