



# MALVERN VALLEY PRIMARY SCHOOL

## VOLUNTEER POLICY

### PURPOSE

Malvern Valley Primary School is committed to implementing and following practices that protect the safety and wellbeing of children, staff and volunteers. This policy outlines the processes that Malvern Valley 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

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 involvement. Volunteers deserve encouragement, effective management, support and recognition. 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.

## IMPLEMENTATION

The procedures set out below are designed to ensure that Malvern Valley 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

People who would like to volunteer are encouraged to contact Malvern Valley Primary School or approach the relevant staff member or member of the school community requesting volunteer assistance.

### Suitability checks including Working with Children Checks

#### *Working with students*

Malvern Valley Primary School values the many volunteers who assist 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, Malvern Valley 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 Malvern Valley Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Administration office attendant 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.
- **parent/family volunteers** who assist with excursions (including swimming), camps.
- **parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.

In addition, depending on the nature of the volunteer work, Malvern Valley Primary School may ask volunteers 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 at working bees, parents and friends club meetings and functions, school council, participating in sub-committees of school

council, fete coordination and/or other groups that meet 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, Malvern Valley Primary School reserves the right to undertake suitability checks, including proof of identity and/or 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 Code of Conduct, Child Safety Policy, Statement of Commitment to Child Safety, our Child Safe Standards Policy and our Statement of Values and School Philosophy. 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 Malvern Valley Primary School.

Malvern Valley 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 Malvern Valley Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy, which all staff and volunteers should be aware of. All volunteers must acknowledge that they have read the relevant induction documents when they sign into Passtab on arrival at Malvern Valley Primary School.

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.

### **Arriving at school**

Malvern Valley Primary School's Visitors Policy outlines the processes with which all visitors need to comply in order to volunteer at Malvern Valley Primary School.

All volunteers engaging in child related work will need to:

- sign in and sign out at the office (if volunteering during school hours)
- present a current WWCC
- comply with the Malvern Valley Primary School Code of Conduct
- always wear and clearly display a Visitor lanyard
- follow the directions of the teacher/event organiser at all times (including Emergency Management Procedures)

This list is a summary and full compliance with the Malvern Valley Primary School's Visitors Policy is compulsory.

## **RELATED POLICIES AND RESOURCES**

- Statement of Values and School Philosophy
- Visitors Policy
- Statement of Commitment to Child Safety/Child Safe Standards Policy
- Child Safety Code of Conduct

## **EVALUATION**

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

**RATIFIED BY SCHOOL COUNCIL: 2019**

**TO BE REVIEWED: 2022**