



### **Purpose:**

To outline the processes that Killara 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. This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

### **Guidelines:**

Killara Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Killara Primary School recognises that volunteers at our school enable parents/guardians and community members to play an active role in all aspects of their children's schooling, build positive community and school partnerships and feel valued and welcome in the school setting

The procedures set out below are designed to ensure that Killara Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### **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:**

### **Becoming a volunteer**

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation

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

- Killara Primary School values the many volunteers that 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, Killara 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.
- All volunteers working at Killara Primary School will do so in accordance with the Working with Children Act (2005)
- All volunteers working with children are to provide the school with a current Working with Children Check card or VIT registration card
- All volunteers will be required to complete an induction session regarding the Killara Primary School Child Safety Policy and sign the Killara Child Safety Code of Conduct before undertaking any volunteer work in the school
- A list of all volunteers in the school with a current Working with Children Check or VIT registration card will be kept at the front office along with copies of each card
- A list of volunteers eligible to work with children in the school will be approved by School Council at the beginning of each year and added to as necessary during the year
- 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, working bees, participating in sub-committees of school council, fete coordination 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, Killara 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, our Child Safety Code of Conduct 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 Killara Primary School.
- All volunteers will be required to complete an induction session regarding the Killara Primary School Child Safety Policy and sign the Killara Child Safety Code of Conduct before undertaking any volunteer work in the school. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.



- It is understood that the invitation to volunteer at the school will be offered and may be accepted in the same way that parents, guardians and outside organisations may offer support and that the school may accept this invitation. However it is not acceptable for parent, guardians or volunteers to drive individual agendas or bully other parents, teachers or students.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.
- All volunteers need to sign in and out at the front desk and be under the supervision of a qualified staff teacher at all times

### **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.

### **Recognition**

- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.

### **Evaluation:**

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.