

# VOLUNTEERS POLICY

## PURPOSE

This Policy provides the framework through which volunteers engage with the activities of the School in ways that do not form part of the work undertaken by the School's paid workforce.

## SCOPE

This Policy applies to individuals who volunteer their services to the School and the employees responsible for their engagement and supervision.

## DEFINITIONS

Key word/abbreviation	Definition
Child-related work	<p>Child-related work:</p> <ul style="list-style-type: none"> <li>involves an adult working with children under 18 years old (both paid and unpaid work)</li> <li>usually involves direct contact with a child or children (physical, face-to-face, written, oral or electronic contact) and</li> <li>the contact with the child or children is a usual part of the person's duties (and is not occasional direct contact which is incidental to their work).</li> </ul>
Child-connected work	<p>Child-connected work means:</p> <ul style="list-style-type: none"> <li>work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present, or</li> <li>for the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present.</li> </ul>
Closely related family member	parent, carer, parent/carer's spouse or domestic partner, step-parent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.
Volunteer	refers to a member of the public who has School approval to provide services to the School and do not receive remuneration, financial or other compensation for their services.
School work	<p>means:</p> <ul style="list-style-type: none"> <li>Carrying out the functions of a school board</li> <li>Any activity carried out for the welfare of a school, by the school board, any parents' club or association or any other body organised to promote the welfare of the school</li> <li>Any activity carried out for the welfare of the school at the request of the principal or school board</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing assistance in the work of any school</li> <li>• Attending meetings in relation to catholic schools convened by any organisation which receives government financial support</li> </ul> <p>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.</p>
WWCC	means Working with Children Clearance.
School	<p>means any of the following physical, online or virtual places, used during or outside school hours:</p> <ul style="list-style-type: none"> <li>• a campus of the school</li> <li>• online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)</li> <li>• other locations provided by the school or through a third party provider for a child or student to use including, but not limited to, locations used for: <ul style="list-style-type: none"> <li>• camps</li> <li>• approved homestay accommodation</li> <li>• delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school sporting events, excursions, competitions or other events).</li> </ul> </li> </ul>

### **POLICY STATEMENT**

Monivae College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Monivae College recognises the valuable contribution that volunteers provide to our school community and the work that they do.

The procedures set out below are designed to ensure that Monivae College volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Members of our school community who would like to volunteer are encouraged to contact the Reception Office to be directed to the relevant manager.

At times the School may ask for volunteers for specific events. The process for application will be communicated by the Program Organiser via our communication channels, such as the school website, facebook or PAM.

Selection of volunteers is made in accordance with the School's commitment to equal opportunity and relevant legislation.

## 1. Engaging Volunteers

- 1.1. Monivae College is guided by the [CECV Guidelines on the Engagement of Volunteers](#).
- 1.2. When engaging volunteers, the School must follow and complete the [Checklist for the Engagement of Volunteers in Catholic Schools](#). This summarises the process in the [CECV Guidelines on the Engagement of Volunteers](#) (Guidelines).
- 1.3. On completion of the Checklist, the original should be placed in the school's volunteer files, held by the Business Manager.
- 1.4. A number of templates to assist in the engagement of volunteers are available via the links in the resources section below.

## 2. Suitability Clearances – Working with Children Clearances

- 2.1. Monivae College values volunteers that assist. To ensure that we are meeting our legal obligations under the Worker Screening Act 2020 (Vic), the Ministerial Order 1359 and the Child Safe Standards, Monivae College is required to undertake suitability clearances which may include a Working with Children Clearance, proof of identity, work history involving children and/or reference clearances.
- 2.2. In assessing what suitability checks should be undertaken, schools must consider the child safety risks relevant to the volunteer or visitor's role.
- 2.3. Considering our legal obligations, and our commitment to ensuring that Monivae College is a child safe environment, we will require volunteers to obtain a WWCC and produce their valid card to the Business Manager for verification in the following circumstances:
  - 2.3.1. **Volunteers who are not parent/family members** of any student at the school, if they are engaged in child-related work regardless of whether they are being supervised.
  - 2.3.2. **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
  - 2.3.3. **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
  - 2.3.4. **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.
- 2.4. Working with Children Clearances are required by law for people who engage in child-related work (whether paid or unpaid) as defined in the Worker Screening Act 2020 (Vic).
- 2.5. In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability clearances at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

## 3. Non Child-Related Work

- 3.1. 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, parents and friends club coordination, participating in sub-committees, other fundraising groups that meet in

the evenings during which children will not be, or would not reasonably be expected to be, present.

- 3.2. Volunteers for this type of work are not required to have WWCC or other suitability clearances as they are not engaged in child-related work and children are not generally present during these activities. However, Monivae College reserves the right to undertake suitability clearances, including proof of identity, Working with Children Clearances, at its discretion if considered necessary for any particular activities or circumstances.

#### **4. Management and Supervision**

- 4.1. 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 and Wellbeing Policy / Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.
- 4.2. Volunteer workers will also be expected to act consistently with School Policy, Catholic Education Commission of Victoria policy and Department of Education and Training policy, to the extent that they apply to volunteer workers, including policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.
- 4.3. 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 Monivae College.
- 4.4. Monivae College 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.
- 4.5. All volunteers will be provided induction in relation to Monivae College'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.
- 4.6. The Principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

#### **5. Supervisor Responsibilities**

- 5.1. Supervisors are required to:
  - 5.1.1. complete a Volunteer Registration Form, identifying and documenting the role of the volunteer.
  - 5.1.2. directly supervise and provide suitable information, training and resources for volunteers, including providing them with a copy of the Child Safety Code of Conduct; and
  - 5.1.3. ensure they complete the introductory Work Health and Safety (WHS) training and any necessary workplace specific WHS training required.
- 5.2. Volunteers must not be instructed to provide services normally undertaken by School employees.

#### **6. Volunteer Responsibilities**

- 6.1. Volunteers:
  - 6.1.1. are subject to the legislative and statutory obligations of the School and the provisions of School policies and procedures;

- 6.1.2. must not disclose, disseminate or make use of confidential information they have access to while volunteering at the School.
- 6.1.3. are required to comply with the School's Code of Conduct in all their School dealings; and
- 6.1.4. complete a record of attendance on each volunteering occasion.
- 6.2. Failure to comply with the above responsibilities may result in the School terminating the volunteer's engagement.

## 7. Insurance

### 7.1. Personal injury

- 7.1.1. Volunteer workers are covered by the Schools Workers Compensation Policy if they suffer personal injury in the course of engaging in school work.

### 7.2. Property damage

- 7.2.1. If a volunteer worker suffers damage to their property in the course of carrying out school work, the Principal (or delegate) may authorise such compensation as they consider reasonable in the circumstances.

### 7.3. Public liability insurance

- 7.3.1. The School'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 and/or
  - damage to or the destruction of a third party's property.

## 8. Privacy

- 8.1. The School is required to comply with the relevant state and federal privacy legislation. The privacy principles of the Schools Privacy Policy apply to personal information the School obtaining about a volunteer.

## 9. Resources

- [Checklist for the Engagement of Volunteers in Catholic Schools](#)
- [Example Description of Volunteer Role](#)
- [Example Responsibilities of Volunteer Form](#)
- [Template Volunteer Application Form](#)
- [Template Record of Interview for Volunteers](#)
- [Example Referee Report for Volunteers](#)
- [Template Letter Confirming Volunteer Work](#)
- [Template Volunteer Induction Checklist](#)

## GOVERNANCE

Supporting procedures	Nil
Supporting schedules	Nil
Associated policies	Vision and Mission Philosophy Statement Visitors Policy Child Safety and Wellbeing Policy



	Child Safety Reporting Policy Privacy Policy
Related Legislation	Worker Screening Act 2020 (Vic)
Category	Operational
Approval	School Leadership Team 07/03/2022
Endorsement	Relevant Senior Officer 07/03/2022
Policy Owner	Compliance and Risk Manager
Date Effective	08/03/2022
Review Date	08/03/2027 (5 years from effective date)
Version	1.0
Content Enquiries	<a href="mailto:eguthrie@monivae.vic.edu.au">eguthrie@monivae.vic.edu.au</a>

## Flowchart – Process for the Recruitment & Selection of Volunteers

