



POLICY: SCS 52 Volunteers Policy	Issued: June 2019
REVIEW: June 2020	Approved: Sue Holmes Principal

Volunteers Policy

PURPOSE

To outline the processes that Sherbrooke Community School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

RATIONALE

To ensure consistent procedures for the recruitment, screening, supervision and management of all people who volunteer at our school.

AIMS

- To protect the safety and wellbeing of children and our staff and volunteers.
- To ensure that Sherbrooke Community School’s volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.
- To recognise the important place of volunteers in the operation of the school.

IMPLEMENTATION

Suitability checks including Working with Children Checks

Working with students

Considering our legal obligations, and our commitment to ensuring that Sherbrooke Community School is a child-safe environment, we will require

volunteers to obtain a WWC Check and produce their valid card to the office or supervising teacher 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 in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- Pre-service teachers undertaking their teaching placement.

In addition, depending on the nature of the volunteer work, our school may ask the volunteer 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, gardening jobs during Working Bees, 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 expected to be present during these activities. However, Sherbrooke Community 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 our Vision and Values. 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 Sherbrooke Community School.

Sherbrooke Community 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 Sherbrooke Community 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.

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.

EVALUATION

This policy was last ratified by School Council in and should be reviewed by

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Implementation will be reviewed annually by the Leadership Team.

Signed:School Council President Date

.....Principal Date