



Camperdown College

Volunteers Policy

PURPOSE

Camperdown College values the many volunteers that assist in our classrooms, with sports events, excursions and camps, swimming programs, special events and through Parents and Friends activities. The purpose of this policy is to outline the processes that Camperdown College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

SCOPE

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

DEFINITIONS

Child-related work: As defined by the *Worker Screening Act 2020* (Vic), child-related work is 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 direct 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:

- Carrying out the functions of the School Council
- Any activity carried out for the welfare of a school, by the School Council, Parents and Friends 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 the school
- 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 (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

IMPLEMENTATION

Camperdown College values the input of volunteers and is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. The procedures set out below are designed to ensure that Camperdown College's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the relevant Assistant Principal through the school office.

Suitability checks including Working with Children Clearances

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Camperdown College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as a reference, proof of identity, qualification and work history.

Camperdown College will require volunteers to obtain a WWC Clearance and produce their valid card to the office for verification in the following circumstances:

- **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.
- **Parent/family volunteers** who assist with a classroom or school activity involving direct contact with children in circumstances where the volunteer's own child is **not** participating, or does not ordinarily participate in, the activity.
- At Camperdown College, **parents/family volunteers who regularly assist** in school activities (such as regular classroom helpers, regular Parents and Friends event volunteers) will be required to obtain a WWC Clearance regardless of whether the volunteer's child is participating in the activity or class.
- At Camperdown College, **parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- At Camperdown College, **parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

Where prospective volunteers are required under the law and this policy to have a WWC Clearance, the principal has the discretion to accept evidence of a WWC check application in order to commence volunteer work, provided the volunteer provides the school with evidence of the application outcome (clearance or exclusion) as soon as practicable after the applicant receives it; the volunteer has not previously been given a WWC Exclusion under the *Worker Screening Act* or a corresponding working with children law; and appropriate supervision can be arranged.

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 outside of school hours for gardening or maintenance, working bees, Parents and Friends meetings and planning sessions, participating in sub-committees of School Council, and other fundraising groups that meet in the evenings) 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Camperdown College reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

Training and induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Camperdown College Statement of Commitment to Child Safety and Code of Conduct, and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Camperdown College may also require volunteers to complete additional child safety training.

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 Code of Conduct; our Statement of Mission, Vision and Values; and our Mutual Accountabilities Statement.

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 (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

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 Camperdown College.

Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations Policy and Procedures*.

Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to the Principal or Assistant Principal to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff and School Councillors
- Included as a link in invitations for regular parent volunteers (eg. classroom helpers)
- Relevant sections included in our staff handbook/manual
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Camperdown College Visitors Policy

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	July 2022 School Council meeting
Approved by	Principal and School Council
Next scheduled review date	July 2024 (every two years)