

Rowville Primary School

Volunteers at School Policy



PURPOSE

- To outline the responsibilities of volunteers in school programs.
- To make explicit the rules governing volunteers.
- To ensure student safety and wellbeing is the prime focus when the school enlists volunteer assistance.

IMPLEMENTATION

- All volunteers who work with children require a Working with Children Check, unless there is a supervisor who holds a WWCC present. This includes volunteers who assist on beyond boundaries programs, hosting homestay, excursions, chauffeuring students to and from sport and coaching sports teams.
- Rowville Primary School will maintain a database of all volunteers for whom a check is required, recording whether the check was clear and the date resubmission would be necessary.
- All volunteers are required to observe visitor procedures and must sign in at the front office and wear a visitor's badge prior to commencing any activity at school.
- Discipline of students and the resolution of any problems is the sole responsibility of the teaching staff. Volunteers are required to refer any student problems to a member of teaching staff.
- The administration of any medication is the responsibility of the school staff.
- It is expected that volunteers will abide by a strict code of ethics and confidentiality. This includes:
 - Not speaking about individual students to others.
 - Not comparing the children within the classroom or across classrooms.
 - Not speaking about teachers or other volunteers in a negative way.
 - Not discussing or revealing children's academic performance to others.
 - Appreciating the privacy implications of their involvement as legislated by the Information Privacy Act 2000 (VIC) and its amendments.
- Volunteers undertaking school work on behalf of and with the approval of the School Council or Principal are indemnified as to their Personal Liability. This indemnity covers personal injuries to persons caused by the volunteer.
- A volunteer who suffers personal injury in the course of their participation may be entitled to compensation under Section 34B of the Education Act. The Act defines a volunteer as "a person who, without remuneration or reward of any kind, engages in school work."

EVALUATION

- The policy will be reviewed every two years.
- Changes to the policy will be made if there are Legislative changes.



DEECD (Department of Education & Early Childhood Development) Volunteers and privacy in the school community

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

What do I need to do as a volunteer?

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**

Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?

Ask yourself, is this information relevant to my role or the task I'm going to do?

- **Don't disclose any personal information that you may have accessed in your role as a volunteer.**

Only use personal information for the purpose it was disclosed to you in your role as a volunteer.

- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**

If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!

If taking personal information on a laptop or a memory stick out of school, ensure all documents containing personal information are password protected.

- **If in doubt about the handling of personal information, seek advice from staff.**

Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.

If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training on 9637 3601.

Responsible management of personal information is everyone's business.