

Rowville Primary School

Volunteers Policy



DET International CRICOS Code - 00861K

PURPOSE

To outline the processes that Rowville 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.

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
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

IMPLEMENTATION

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

Working with students

Rowville Primary School values the many volunteers that assist in classrooms, Stephanie Alexander Kitchen Program, Beyond Boundaries Program, school canteen, sports events, excursions and 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, Rowville 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

- **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, sports events, and similar events, regardless of whether their own child is participating or not.

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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. At Rowville Primary School, volunteers for this type of work will still be required to provide a valid WWC Check.

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 and Child Safety Code of Conduct.

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 Rowville Primary School.

All volunteers will be provided induction in relation to Rowville Primary 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

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.

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.

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.

RELATED POLICIES AND INFORMATION

- Child Safe Policy
- Child Safety Code of Conduct

REVIEW CYCLE

- The policy will be reviewed every three years.
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This policy was ratified on 9th December 2020 and is due to be reviewed in June 2023