

## VOLUNTEERS POLICY



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the Assistant Principal.

### **Rationale:**

To outline the processes that Balnarring 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.

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

### **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

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.

### **Aims:**

To ensure that Balnarring Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### **Implementation:**

Balnarring Primary School values the many volunteers that assist in our classrooms and/or with sports events/camps/excursions/school concerts/other events and programs.

Balnarring Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Balnarring Primary School recognises the valuable contribution that volunteers provide to our school community and the work that we do.

Considering our legal obligations, and our commitment to ensuring that Balnarring Primary School is a child safe environment, we will require volunteers to obtain a WWC Check 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 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.
- In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide proof of identity, references, work history involving children and/or qualifications.
- 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 Balnarring Primary School.
- Balnarring Primary School will provide any appropriate induction and/or training for all volunteer workers.
- All volunteers will be provided induction in relation to Balnarring 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 level of supervision, is required of volunteers based on 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.

### *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

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 19 <sup>th</sup> 2024
Consultation	Consultation is mandatory – June 2024
Approved by	Principal
Next scheduled review date	June 2026