



Volunteers

It is important for schools to have procedures in place to recruit, screen and manage volunteer school workers so that volunteers are suitable to work in a school environment and to meet requirements under the Child Safe Standards.

This explains to the college community:

- the processes and procedures that will be followed to manage volunteers
- the legal position in relation to compensation for volunteers in the event of injury

This policy is to be read in conjunction with the Department's [Suitability for Employment](#) policy on HR Web (which covers suitability checks including Working with Children Checks for employees) and the BSSC *Visitors* policy (which covers suitability checks including Working with Children Checks for visitors).

<p>Is it compulsory for all Victorian government schools to have a policy addressing this issue?</p>	<p>Yes, a local school policy addressing this issue is required by Department policy on the <i>School Policy and Advisory Guide</i>. In addition, the child safety aspects of the policy are required by:</p> <ul style="list-style-type: none"> • Minimum Standards for school registration • Ministerial Order 870
<p>What is the basis of this policy?</p>	<ul style="list-style-type: none"> • Minimum Standards for school registration • Ministerial Order 870 -Child Safe Standards (Standard 4) • Duty of care • <i>Education and Training Reform Act 2006</i> • <i>Workplace Injury Rehabilitation and Compensation Act 2013</i> <p>School Policy and Advisory Guide:</p> <ul style="list-style-type: none"> • Suitability Checks for School Volunteers and Visitors
<p>Review cycle</p>	<p>3-4 years</p>

Dated: June 2018

Person Responsible: AP – Staffing & HR

Endorsed by College Council: Yes

Review: June 2022

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

Implementation guide:

- When this policy is adopted, the *Visitors* template school policy should be adopted at the same time.
- This policy should be made available to your school community, for example on your school website.
- This policy should be consistent with your Child Safe Policy/Statement of Commitment to Child Safety and the Code of Conduct, which are required by the Child Safe Standards and Ministerial Order 870.
- This policy should be circulated to all school staff, both teaching and non-teaching staff. It should be made available in the Staff Handbook/Manual and included in the induction process along with all other policies, procedures and documents that are relevant to child safety at your school.
- It is important that this policy is followed when volunteers commence at your school.

Contacts for support:

- Legal Division

Resources:

- School Policy and Advisory Guide:
 - [Suitability Checks for School Volunteers and Visitors](#) which includes a [Suitability Check Flowchart for Schools](#) to help guide decision-making process about Working with Children Checks for your school. This is a useful one-page guide that explains the legal requirements for Working with Children Checks.
 - [Volunteers in schools](#)
 - [Child Safety](#)
- [PROTECT Resources](#)

Dated: June 2018

Person Responsible: AP – Staffing & HR

Endorsed by College Council: Yes

Review: June 2022

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

VOLUNTEERS POLICY

PURPOSE

To outline the processes that Bendigo Senior Secondary 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: 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 or kindergarten
- 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.

Dated: June 2018

Person Responsible: AP – Staffing & HR

Endorsed by College Council: Yes

Review: June 2022

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

POLICY

Bendigo Senior Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Bendigo Senior Secondary College also recognises the valuable and important contribution that volunteers provide to our college community and the work that we do].

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

Suitability checks including Working with Children Checks

Working with students

Bendigo Senior Secondary College values the volunteers that assist with sports events and the Homework Centre 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, Bendigo Senior Secondary College 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.

Considering our legal obligations, and our commitment to ensuring that Bendigo Senior Secondary College is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the receptionist when they sign in 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. [This is a legal requirement under the *Working with Children Check Act* and must not be changed]
- **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. [This is a legal requirement under the *Working with Children Check Act* and must not be changed]
- **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 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.

Dated: June 2018

Person Responsible: AP – Staffing & HR

Endorsed by College Council: Yes

Review: June 2022

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). 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 Bendigo Senior Secondary College.

Bendigo Senior Secondary College 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.

If volunteers are working with children, they will be provided induction in relation to Bendigo Senior Secondary College's child safety practices, including reporting obligations.

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 school 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 school 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 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.

REVIEW CYCLE

This policy was last approved by school council on [insert date] and is scheduled for review in June 2022.

Dated: June 2018

Person Responsible: AP – Staffing & HR

Endorsed by College Council: Yes

Review: June 2022

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K