


|   |  |
|---|--|
|  <p><b>DONCASTER</b><br/>SECONDARY COLLEGE</p> | <h1>VOLUNTEERS POLICY</h1>   |
| <p>College council will review this policy every 2 Years or as directed by DET</p>  | <p><b>Date approved:</b> June 2023</p> <p><b>Date of next review:</b> 2025</p> |

## PURPOSE

To outline the processes that Doncaster 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

To outline the processes that Doncaster 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.

## DEFINITIONS

**Child-connected work:** work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

**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:* 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.

## POLICY

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

The procedures set out below are designed to ensure that Doncaster Secondary 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**

The School will regularly survey members of our school community who would like to be involved in specific events or various ongoing activities within the school. Sometimes, volunteers may be accepted from external providers who have engaged with the school in activities such as student placement programs.

Members of the school community who are interested in volunteering at the school are encouraged to contact a member of the Principal Team.

## **Suitability checks including Working with Children Checks**

### ***Working with students***

Doncaster Secondary College values the many volunteers that assist in our classrooms, as part of our wellbeing program, with sports events, camps, excursions, school concerts and through other events and programs. To ensure that we are meeting our legal obligations under the Worker Screening Act 2020 (Vic), and the Child Safe Standards, Doncaster Secondary College is required to undertake suitability checks which may include a Working With Children Check (WWC), proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Doncaster Secondary College is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Executive Assistant 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.
- **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
- **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
- **Principals** may at the Principals discretion impose a requirement for a WWCC or other suitability check.

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.

### ***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 on the weekend, working bees, parents and friends club coordination, fete coordination, and other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At Doncaster Secondary College volunteers for this type of work will still be required to provide a valid WWC Check as well as proof of ID, references and/ or work history at the discretion of the Principal.

School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the school council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Check.

### **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 reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Induction Pack 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, Doncaster Secondary 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*, *Child Safety Policy* and our *Statement of Values and School Philosophy*.

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 Doncaster Secondary College

Doncaster 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.

All volunteers will be provided induction in relation to Doncaster Secondary College 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.

### **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 [Schools' Privacy Policy](#) and 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 Doncaster Secondary College Administration 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
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

## **RELATED POLICIES AND RESOURCES**

This Visitors Policy is to be read in conjunction with other related school policies, procedures, and codes.

These include our: (refer to [Policies](#) on our College website)

- CHILD SAFETY CODE OF CONDUCT
- CHILD SAFETY POLICY
- CLOSE CIRCUIT TV POLICY
- PHOTOGRAPHING, FILMING AND RECORDING POLICY
- STATEMENT OF VALUES & SCHOOL PHILOSOPHY
- VISITORS POLICY

This policy should be read in conjunction with the following Department policies and guidelines:

- [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](#)