

# VOLUNTEER POLICY

## PURPOSE

To outline the processes that Hazel Glen 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 College.

## 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 college worker is a person who voluntarily engages in college work or approved community work without payment or reward.

**College work:** College work means:

- Carrying out the functions of a College Council
- Any activity carried out for the welfare of a College or school, by the College Council, any parents' club or association or any other body organised to promote the welfare of the College
- Any activity carried out for the welfare of the College at the request of the Principal or College Council
- Providing assistance in the work of any College, school or kindergarten
- Attending meetings in relation to government College's or schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in College 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 College work in good faith.

## POLICY

We encourage and greatly appreciate the volunteers who assist with the enhancement of the College's programs. Enabling volunteer participation at Hazel Glen College enhances the educational programs at the College, builds partnership between the College and home, provides opportunities for volunteers to become active participants in their children's education and provide support in the classroom.

In order for volunteers to help in the classroom they must comply with the College's expectations, practices and policies. Hazel Glen College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

The procedures set out below are designed to ensure that Hazel Glen 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

Expressions of interest for volunteers and classroom helpers will be regularly sent to parents/guardians. Members of our school community who would like to volunteer are encouraged to.

### Suitability checks including Working with Children Checks

#### *Working with students*

Hazel Glen College values the many volunteers that assist in our classrooms, with sports events, camps, excursions and other College 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](#), Hazel Glen 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 Hazel Glen College is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card, together with a Classroom Helper and Confidentiality Agreement (where applicable) to College Administration Staff for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the College 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 College Council with student College Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our College 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 College community may volunteer to do work that is not child-related. For example, College working bees, College Council events, fundraising and other events outside normal College hours, during which children will not be, or would not reasonably be expected to be present.

At Hazel Glen College, volunteers for this type of work will still be required to provide a valid WWC Check, and if considered necessary undertake suitability checks.

### **Sign in procedure**

All visitors to Hazel Glen College are required to report to the Administration Office on arrival. Visitors must:

- Record their name, signature, date and time of visit and purpose of visit in Volunteer Register
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Sign a Classroom Helper and Confidentiality Agreement (where appropriate)
- Wear a Volunteer/Classroom Helper identification at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including but not limited to the [Child Safe Statement of Commitment](#), [Respect for School Staff](#), [Statement of Values](#) etc.
- Return to the Administration Office upon departure, sign out and return Volunteer/Classroom Helper identification.

Volunteers not displaying Volunteer/Classroom Helper identification will be directed to the College Administration Office where the volunteer induction process will be conducted. Staff will be vigilant in ensuring volunteers have a valid reason for being on the premises and are wearing the appropriate Volunteer/Classroom Helper identification.

Hazel Glen College will ensure that our College's [Child Safe Statement of Commitment](#) is available and visible to visitors when they sign in.

### **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 Safe Statement of Commitment](#), and our [Statement of Values](#). 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 Human Rights](#), [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 Hazel Glen College.

Hazel Glen College will provide any appropriate induction and/or training for all volunteers. 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 Hazel Glen College'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**

### *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 College 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 College 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 RESOURCES**

[Statement of Values](#)

[Child Safe Statement of Commitment](#)

[Equal Opportunity and Human Rights](#)

[Sexual Harassment](#)

[Workplace Bullying](#)

[Workers Compensation Policy](#)

[Child Safety Reporting Obligations Policy](#)

Respect for School Staff Policy

Visitor Policy

**REVIEW CYCLE**

This policy was last reviewed in May 2021 and shall be reviewed regularly.