

PURPOSE

Ormond Primary School is committed to implementing and following practices that protect the safety and wellbeing of children, staff and volunteers. This policy outlines the processes that Ormond 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.

SCOPE

Volunteers add significantly to the human resources available to the school, and consequently the educational program able to be afforded to its students. Volunteerism is a rewarding experience for those involved; Ormond Primary School aims to provide numerous and diverse opportunities for such involvement. Volunteers deserve encouragement, effective management, support and recognition. This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

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 boarding premises environment while children are present or reasonably expected to be present.

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 (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.

IMPLEMENTATION

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

Becoming a volunteer

People who would like to volunteer are encouraged to contact Ormond Primary School or approach the relevant staff member or member of the school community requesting volunteer assistance.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Suitability checks including Working with Children Clearances

Working with students

Ormond Primary School values the many volunteers who assist in our classrooms/with sports events/excursions/school concerts/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, Ormond Primary School is required to undertake suitability checks, which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Ormond Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the Administration office attendant 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 Clearance 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).
- **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.

In addition, depending on the nature of the volunteer work, Ormond Primary School may ask volunteers 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 at working bees, parents and friends club meetings and functions, school council, participating in sub-committees of school council, fete coordination and/or other groups that meet during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working with Children Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Ormond Primary School reserves the right to undertake suitability checks, including proof of identity and/or Working with Children Clearance, at its discretion if considered necessary for any particular activities or circumstances.

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 reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and Code of Conduct 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, Ormond Primary School 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 Code of Conduct, Child Safety Policy, Statement of Commitment to Child Safety, our Child Safe Standards 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 (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed and with a focus on ensuring the safety and wellbeing of students.

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 Ormond Primary School.

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 School's 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 students 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 students 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 Victorian Police.

For further information on child safety responding and reporting obligations refer to; *Child Safety Responding and Reporting Obligations* (including Mandatory Reporting) Policy and Procedures.

Records management

While it is unlikely volunteers will be responsible for any school records during volunteer work, any school records that volunteers are responsible for must be provided to the Business Manager 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

All volunteers engaging in child related work need to comply in order to volunteer at Ormond Primary School will need to:

- sign in and sign out at the office (if volunteering during school hours)
- present a current Working with Children Clearance
- comply with the Ormond Primary School Code of Conduct
- always wear and clearly display a Visitor label
- follow the directions of the teacher/event organiser at all times (including Emergency Management Procedures)

Related Policies

Child Safe Standards

Child Safe Code of Conduct

Mandatory Reporting

Working With Children

Department policies:

Volunteers Policy

- [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](#)

Renewal and Approval:

This policy will be reviewed as part of the school's two year review cycle

Policy last reviewed	June 2022
Consultation	In consultation with Education Subcommittee June 2022
Approved by	Principal and School Council
Next scheduled review date	June 2024