



## Volunteers

### **Rationale:**

Kambrya College seeks to provide an open and friendly learning environment which values volunteers at our school. At the same time, we recognise our duty of care to ensure a safe environment for students and staff. Ministerial Order 870 underpins the expectations of all people undertaking child related work or interacting with students at the College; this extends to volunteers who attend whilst the College is in operation or when students are in attendance. This policy must be read in conjunction with the College's *Child Safe Code of Conduct Policy* and *Statement of Commitment*.

### **Aim:**

- To explain the legal rights of volunteer school workers.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of Kambrya College.
- To provide opportunities for parents, carers and members of the community to engage in work at the College that will enhance student learning opportunities and / or improve the status of school facilities, resources or grounds maintenance.

### **Implementation:**

#### **Definition**

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. 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 any 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 well protected from legal action by others.

- Whilst we encourage volunteers and their positive participation in College operations, the safety of the students, staff and resources of Kambrya College remain our highest priorities. This takes into account that-
  1. Schools are not public places.
  2. Potential risks posed by volunteers.
  3. The requirements for volunteer workers to have a Working with Children Check.
- Volunteers who are attending the school to deliver incursions, presentations, seminars or other activities and programs to students need to seek the prior approval of the school Principal (or their nominee) prior to attending the school.
- All volunteers will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Visitors" book and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, volunteers will be required to report to the administration office at the end of their visit to return their badge and to "sign out" in the Visitors book.

- The above-mentioned process for managing and monitoring volunteer attendance will appear at all school entrance.
- All volunteers are required to comply with the schools Statement of Values.
- Volunteers will require a Working with Children Check (WWC Check); however, if a volunteer's occupation exempts them from the requirement to have a WWC check (e.g. police officers, teachers), they must provide evidence to support their claim to an exemption.
- Volunteers within the school who have failed to follow College and legislative requirements will be reminded to do so and / or requested to leave the College premises.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any potential volunteer from entering or remaining within the school and has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that volunteers within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

### **Important Information**

1. Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
2. "Voluntary" work carried out to meet Centrelink requirements:

People who perform unpaid work in schools under the "Work for the Dole" program and "Community Work" programs administered by Centrelink have insurance cover provided by the Federal Department of Education, Employment and Workplace Relations, and may perform work in schools.

Other Centrelink benefit recipients involved in "voluntary" work in order to fulfill their recipient obligations are not covered by an Australian Government insurance scheme. Schools may however accept this group of Centrelink benefit recipients to work as volunteers in Victorian government schools and note that they are insured by the Department.

### **Compensation**

#### **Personal injury**

Volunteer school workers are covered by the Department'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 may authorise such compensation as the Minister thinks reasonable in the circumstances. Claims of this nature are to be directed to:

*Legal Division  
People and Executive Services Group  
Department of Education and Training  
2 Treasury Place  
East Melbourne 3002*

## Related policies

- Fetes
- Negligence Claims Process
- Personal Liability of School Employees
- Responding to Legal Claims, Writs and Subpoenas
- Volunteer Checks

## Related legislation

- *Education and Training Reform Act 2006* - sections 5.6.2, 5.6.3
- Occupational Health and Safety Act 2004
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- *Wrongs Act 1958* – section 37(1)

## Department resources

- [Contractor and Volunteer Worker OHS Management](#)
- <http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

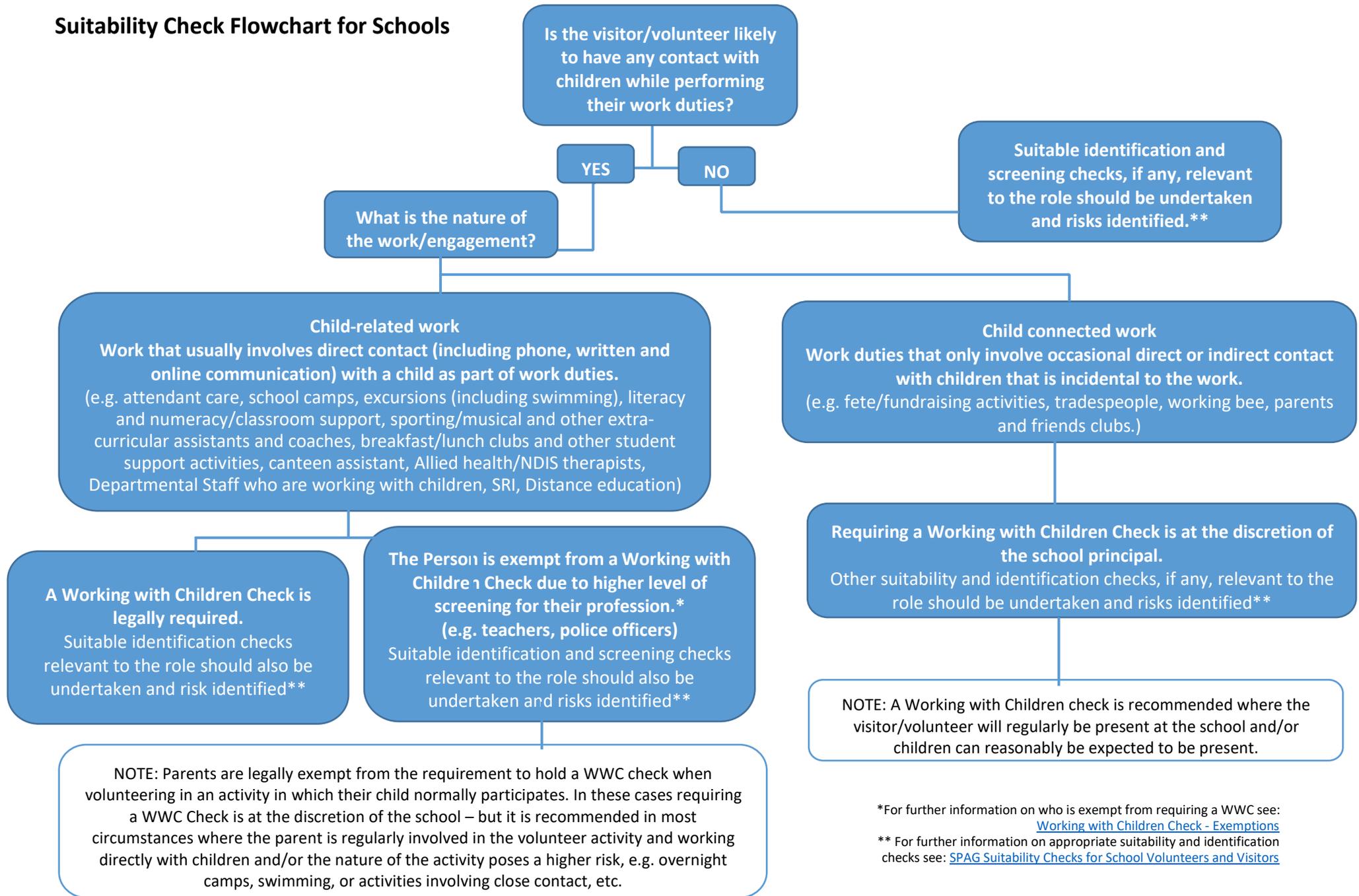
## Appendix A: Flowchart (DET version) for WWCC confirmation

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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<b>Approved by Kambrya College School Council</b>	May 2018
<b>Responsible for Review</b>	Paul Looker- Assistant Principal
<b>Next Review Date</b>	May 2021

# Suitability Check Flowchart for Schools



NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

\*For further information on who is exempt from requiring a WWC see: [Working with Children Check - Exemptions](#)  
 \*\* For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)