



Mt Eliza Primary School Volunteer Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact our office, 03 9787 1385.

Policy review team members: Dean Charge, Jane Herring, Kim Wheeler, Hayley Gregory, Michelle Polley, Amy Hille, Carolyn Smith & Deb Gardener.

This policy was last ratified by School Council on 01/08/22

Purpose

To outline the processes that Mt Eliza 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

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 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 members: 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.

Policy

Mt Eliza Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Mt Eliza Primary School values the importance of volunteers and recognises the valuable contribution that volunteers provide to our school community and the work that we can achieve together as a community.

The procedures set out below are designed to ensure that Mt Eliza 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

Members of our school community who would like to volunteer are encouraged to speak to their child's classroom teacher or our current Parents & Teachers Association (PTA) President. There are many ways to help and volunteer your time and expertise across the school such as sports days, fundraising events, excursions and camps.

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

Mt Eliza Primary School values the many volunteers that assist in our classrooms and across the school in sports events, camps, excursions, school concerts, and other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Mt Eliza Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Mt Eliza Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the office 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.

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 for gardening, maintenance, working bees, parents and friends club co-ordination, school council, participating in sub-committees of school council, fete co-ordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At Mt Eliza Primary School, volunteers for this type of work will still be required to provide a valid WWC.

School Council members and volunteers on any sub-committee of the 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 Child Safety Induction Pack (Appendix A) 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, Mt Eliza 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 Child Safety and Wellbeing Policy, our Child Safety Code of Conduct 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 Mt Eliza 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 [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 the Principal 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 staff induction processes
- Made available in hard copy from school administration upon request

Further Information and Resources



This policy should be read in conjunction with the following school policies available on our school website: <https://mtelizaps.vic.edu.au/about-us/#policies>

- Child Safety Responding & Reporting Obligations Policy and Procedures
- Child Safety Policy
- Child Safety Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Parent Complaints policy
- Duty of Care Policy
- Inclusion and Diversity Policy

Department policies:

- [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](#)

This policy will be reviewed in 2024 as per the mandatory 2 year review cycle.

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|----------------------------|---|
| Policy last reviewed | 01/08/22 |
| Consultation | <p>Consultation occurred with the school council.</p> <p>Approved by: Dean Charge, School Council President</p> <p>Signature: </p> |
| Approved by | <p>Principal, Kim Wheeler</p> <p></p> |
| Next scheduled review date | 01/08/24 |

Appendix A



Mt Eliza Primary School Child Safety Induction Pack



Help for non-English speakers

If you need help to understand the information in this policy please contact our office, 03 9787 1385.

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Mt Eliza Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key Messages

Mt Eliza Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.

We are committed to creating an inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.

Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.

We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.

Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South East Regional Office of the Department of Education and Training on 1300 338 691.

Induction Materials - Must Read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Mt Eliza Primary School Volunteers Policy
- Mt Eliza Primary School Child Safety Policy
- Mt Eliza Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Mt Eliza Primary School Child Safety Code of Conduct
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)



Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Assistant Principal or Principal with any comments or questions.



MT ELIZA PRIMARY SCHOOL

VOLUNTEER AND CONFIDENTIALITY AGREEMENT

Mt Eliza Primary School must have received the signed Volunteer and Confidentiality Agreement form and a copy of your **Working with Children Check** prior to commencing any voluntary work within the school or classroom.

Name..... Parent/Other

Note: If 'Other' is circled, please specify relationship to student:.....

I have a current *Working With Children Check*.....Yes / No

I have / will provide a copy of my *Working With Children Check* to Mt Eliza Primary School

I have read the induction materials and agree to comply with the guidelines contained in this document.

Signature: **Date:**

Name: Parent / Other (please circle)

Note: If 'Other' is circled, please specify relationship to student:.....

I have a current *Working With Children Check*.....Yes / No

I have / will provide a copy of my *Working With Children Check* to Mt Eliza Primary School

I have read the induction materials and agree to comply with the guidelines contained in this document.

Signature: **Date:**

Child's name:.....**Grade:**.....

Child's name:..... **Grade:**.....

Child's name:..... **Grade:**.....

Child's name:..... **Grade:**.....



