



# Volunteer Policy

*Morrington Park Primary School 5040*

**POLICY DATE: June 2021**

**STATUS: Approved by School Council August 2021**

***“Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. Morrington Park Primary School’s (The school’s) Child Safety Code is available on the school’s website.”***

## PURPOSE

To outline the processes that Morrington Park 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-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 (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

Mornington Park Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Mornington Park Primary School 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 Mornington Park 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 contact the office for a Volunteer Application Form.

### Suitability checks including Working with Children Checks

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

Mornington Park Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other 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, Mornington Park Primary School 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 Mornington Park 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, [amend to include relevant non-child-related work at your school eg: volunteering on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings] during which children will not be, or would not reasonably be expected to be, present.

At Mornington Park Primary School, volunteers for this type of work will still be required to provide [a valid WWC Check/proof of ID/references/work history.

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.

### **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 Policy / Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values, School Philosophy and confidentiality agreement. 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 Mornington Park Primary School.

Mornington Park Primary School 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 Mornington Park Primary School 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.

## **Ways you can assist as a Volunteer at Mornington Park Primary School**

**Covid restrictions may inhibit some of these activities. Please check with the school for current guidelines.**

### **In the classroom:**

Help with reading, writing, spelling and maths activities

Type stories

Assist at sporting events

Assist on excursions

Food preparation

Assist with craft activities

Assist with painting sessions in the classroom including preparation and clean up

### **School Council:**

School Council elections are held annually and members are elected for 2 years. The School Council is the governing body of the school and is made up of staff and volunteers.

Meeting dates and times are notified through the school newsletter. All parents/carers are welcome to attend these meetings even if they are not actually on the School Council.

The School Council also runs sub-committees in which parents/carers/volunteers can become involved. The School Council carries out much of the maintenance and development work around the school and welcomes the assistance of volunteers with various projects from time to time.

### **Fundraising:**

Fundraising activities are organised throughout the year and may include raffles, sausage sizzles, free dress days, markets etc.

### **Special School Events:**

Volunteers assist with the organisation and preparation for the end of Year 6 Graduation Ceremony. They also assist at Sports Days and other special events.

**Activities that Benefit the Whole School Community:**

Gardening and maintenance of the grounds

Participating in Working Bees

Painting (maintenance)

**Breakfast Club:**

Breakfast Club operates 5 mornings a week and relies heavily on the assistance of volunteers to set up and pack away breakfast things, cook, prepare and serve food to students.

**Repairing School Uniforms:**

Are you handy with a sewing machine or a needle? Can you help to repair uniforms?

**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.