

Pakenham Hills PS Volunteers Policy

PURPOSE

To outline the processes that Pakenham Hills PS 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

Pakenham Hills PS is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Pakenham Hills PS also 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 Pakenham Hills PS's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

- The safety of children is the highest priority for this school.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- The School will regularly communicate opportunities for Volunteers to participate in activities including by publishing notices in the weekly Newsletter, advising parents at year level information evenings and in other informal ways. The compliance requirements outlined in this Policy for Volunteers/Visitors at the School will be regularly published in the School Newsletter.
- All volunteers must have a current Working with Children Check and this must be recorded at the school office prior to volunteer work being undertaken.
- Volunteers will be required to register at the administration office daily and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- Prior to the commencement of any volunteering activities, the School will provide appropriate training/orientation programs for Volunteers to enable them to understand their role and to provide clarity about what is expected and how they can positively contribute to the School's programs. This training should cover a range of issues relating to the activity and may include confidentiality, privacy, safety and legal liability.
- As part of this training, all Volunteers are to receive a copy of this policy (and any other relevant School documents) clarifying their obligations as a Volunteer.
- In addition, staff directly supervising Volunteers performing activities either in the classroom or elsewhere will, prior to the commencement (and as required), provide clear direction and support regarding what is required and expected in performing the activities.
- All volunteers assisting in School activities inside the classroom are required to sign the School's Confidentiality Agreement (see Appendix 1) prior to commencing work at the School.
- It is the responsibility of the School to maintain and keep updated a register of all WWCC/Police Records Checks held by Volunteers or Visitors. The School Office staff must sight and retain copies of a WWCC Card and Police Records Check (where required under this policy or by law) and place them on the School's register.
- The School's Emergency Management procedures will ensure that all Volunteers/Visitors within the School at any time of an emergency or an emergency practice drill will be recognised and included.
- All School staff will be encouraged to be proactive and make enquiries of any unidentified Volunteer or Visitor (i.e. any person at the School who they believe may fall under the definition of Volunteer or Visitor and who is not wearing a badge 3 identifying them as such) and refer them to the Administration Office to comply with the School's policy.
- Volunteer workers are covered by DET'S Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

- If a volunteer school worker suffers damage to his or her 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:

The Manager
 Liability Services Unit
 Executive and Ministerial Services Department of Education and Early Childhood
 Development Level 3,
 2 Treasury Place
 East Melbourne 3002

- It is the responsibility of the School Council appointed Coordinator to ensure that volunteers working at working bees comply with OH&S requirements.
- Please also refer to the school’s Child Safe Policy and the Working with Children Check Volunteers Policy

EVALUATION

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

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

This policy does not require School Council Approval.

Dale Hendrick
Principal

Version	Date	Modification	Modified By
1	Feb 2021	Policy Created using DET Exemplar as a guide.	Dale Hendrick