



Volunteers Policy

1. RATIONALE

Volunteering is an important part of building community at Shepparton Christian College. Parents, grandparents and other interested members of our community can contribute significantly to the learning of the young people in our school.

The wise management of volunteers is important as we seek both to engage with members of our community as we also seek to keep our young people safe.

There are many areas within the College where voluntary assistance richly enhances the College and enables the College to provide a quality service. Such assistance is highly valued and appreciated.

2. AIM

The aim of the Policy is to outline the standards of behaviour expected of all volunteers at Shepparton Christian College.

This Policy does not attempt to provide a detailed and exhaustive list of what to do in every aspect of a volunteer's role. Instead, it sets out general expectations of the standards of behaviour required.

The Policy places an obligation on all volunteers to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative College that people are happy and proud to be part of.

3. DEFINITIONS

"Volunteers" refer to those workers approved by the College to willingly assist with the College program without remuneration or other financial gain and include those referred to as "parent helpers". Such volunteers may be members of the College community and/or wider community, subject to the conditions detailed within this policy. Please note that people visiting the College on a "once off" basis to speak to classes or in other ways contribute to the College program under direct supervision are regarded as visitors rather than volunteers (see the College's *Visitors Policy*).

4. GUIDELINES

While not receiving remuneration for services rendered, volunteers shall be regarded by the College as workers.

The College, through the Principal or his / her delegates, reserves the right to refuse a volunteer or to cease using the services of a volunteer.

Teaching staff members may approve parents of children in their class to work voluntarily within their child's classroom provided they have completed a Working with Children Check. All other volunteers (including current parents, past parents, past students and members of the wider community) shall require approval by the Principal/Assistant Principal.

All volunteers must have undertaken orientation and child safe training prior to commencing volunteer service.

Required Documentation

Shepparton Christian College requires all volunteers aged 18 years and older must have a valid Working with Children Check (WWCC) cards. Such WWCCs should nominate the College as a voluntary organisation.

Assigning Volunteers to a Staff Member

The appropriate Principal/Assistant Principal shall assign all volunteers to a staff member. Such staff member shall be their direct supervisor and shall ensure that volunteers are provided with all reasonable support, information and instruction as required.

Badge

Volunteers are required to sign in upon arrival and departure from the College. The sign-in sheet is located at Reception, where a member of the Administration team will issue volunteers with a visitor lanyard. Visitors must wear the visitor lanyard at all times whilst on College grounds.

Confidential Information

Volunteers shall be restricted from access to confidential student and employee information except where unavoidable to comply with legislation or College policies and procedures (for example, where access to student medical details while on camp is necessary). Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers must not disclose or use any confidential information without the express permission of the Principal.

Duty of Care and Work Health and Safety

Volunteers are required to cooperate with all College's policies and expectations.

Volunteers have a responsibility under OH&S legislation to take care of their own health and safety whilst in a volunteer role. Considerations of safety relate to both physical and psychological wellbeing of individuals.

Volunteers must follow staff instructions during evacuations and lockdown procedures.

Child Protection

Volunteers must be aware of and comply with the College's Child Safety and Wellbeing Policies.

All volunteers must have undertaken orientation and child safe training prior to commencing volunteer service.

Volunteers must report any concerns they may have about any employee, contractor or volunteer engaging in conduct that may put the safety or wellbeing of any student of the college at risk to the College Principal. This includes self-disclosure if the allegation involves themselves.

Cultural Safety of Aboriginal Children

As a child safe organisation, Shepparton Christian College respects cultural differences and variations in child rearing practices due to a family's personal, cultural or religious beliefs.

Cultural Safety of Children from Culturally and / or Linguistically Diverse Backgrounds

Shepparton Christian College is a safe school for all students, including those from culturally and / or linguistically diverse backgrounds. Shepparton Christian College promotes the cultural safety of children from culturally and/or linguistically diverse backgrounds by having a zero tolerance to discrimination and being respectful, inclusive and welcoming of families regardless including those from culturally and/or linguistically diverse backgrounds.

Safety of Children with a Disability

At Shepparton Christian College, we acknowledge that people with a disability have the same rights and responsibilities as other members of the community and should be empowered to exercise those rights and responsibilities. In particular, people with a disability have the same rights as other members of the community to live free from abuse.

Respect for People

Volunteers who work with students have a special responsibility in presenting themselves as appropriate role models for students.

Similarly, it is important for volunteers to treat colleagues, all staff, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards staff, contractors, students and parents is unacceptable. Volunteers must not use information and communication technologies, such as email, mobile phones, text, social media sites and other websites to engage in this type of behaviour.

Volunteers must not discriminate against, harass for any unlawful reason, or bully for any reason any staff member, contractor, student or parent.

Required Reporting

All volunteers are required to inform the Principal if they are charged with or convicted of a serious offence. Volunteers must also report if they become the subject of an Apprehended Violence Order.

If a volunteer becomes aware of a serious crime committed by another person, they are required to report it to the Principal, who may be required to inform statutory authorities.

Volunteers must report to staff:

- (a) Any concerns that they may have about the safety, welfare and wellbeing of a child or young person;
- (b) Any concerns they may have about the inappropriate actions of any other staff member, contractor or volunteer that involves children or young people;
- (c) Any concerns they may have about any other staff member, contractor or volunteer engaging in “reportable conduct” or any allegation of “reportable conduct” that has been made to them;
- (d) Knowledge that a staff member, contractor or volunteer has been charged with or convicted of an offence involving “reportable conduct”; and
- (e) If they become the subject of allegations of “reportable conduct” whether or not they relate to their role in the College.

Volunteers should refer to the College’s Child Safety webpage for further information about these obligations.

Breaches of this Policy?

Actions that may be taken by the College in respect of a breach of the Policy include disciplinary actions ranging from a warning to termination of the volunteer role. The College will reserve the right to determine in its entirety the response to any breach of this Policy.

Responsibilities

The Principal has overall responsibility for the implementation of this policy.

The person to contact at the College if you have any concerns or questions is the Principal’s Assistant. The Administration team is also available to help with any queries, please ask at the Office.

Evaluation

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

In developing the above policy the College Council has aligned these procedures to the Vision and Mission Statements where Biblical philosophies have been the underlying theme.

This policy was adopted by the College Board – JUNE 2022