



Volunteers Policy

Date Approved:	20 June 2023
Approved by:	SCC Board

RATIONALE

Volunteering is an important part of building community at Shepparton Christian College and there are many areas within the College where volunteer assistance richly enhances the learning of our young people. Parents, grandparents and other interested members of our community can contribute significantly to the high level of education we provide, and such assistance is valued and appreciated. The wise management of volunteers is important as we seek both to engage with our community and ensure the safety of our students.

AIM

To establish processes to engage, screen, supervise and manage Volunteers.

SCOPE

This policy applies to all Volunteers.

DEFINITIONS

- **Child-Connected Work:** Work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.
- **Child-Related Work:** Work that usually involves (or is likely to involve) direct contact with a child (including oral, written or electronic communication as well as face-to-face and physical contact) that is a central part of that person's duties. Child-related work may be either paid or unpaid (voluntary). It does not include work that involves only occasional direct contact with children that is incidental to that person's work.
- **Closely Related Family Member:** Includes parent, carer, step-parent, spouse, domestic partner, grandparent, mother-in-law, father-in-law, uncle, aunt, brother, sister, half-sibling, step-sibling, brother-in-law or sister-in-law.
- **Personal Information:** Information or an opinion about an individual (or an individual who is reasonably identifiable) whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Personal information can include (but is not limited to):

- Name, signature, address, email address, phone number and date of birth
- Medical records
- Bank account details



- Employment details
- Photographs
- Information about a person's racial or ethnic origin, political opinion or association, religious or philosophical beliefs, trade union membership or association, sexual orientation or practices, or criminal record.
- **Reportable Conduct Scheme:** A child safety mechanism introduced as a result of the *Betrayal of Trust Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations*. The Reportable Conduct Scheme complements the Child Safe Standards and other existing child safety measures.
- **Volunteer:** A person who performs work without remuneration or reward for the school.

Volunteers can include (but are not limited to):

- Members of the governing authority
- Members of a parent's club or association
- Canteen or breakfast club volunteers
- Learning support volunteers and tutors
- Sporting and musical coaches
- Camps and excursions assistants
- **WWC Check:** Working with Children Check.

ENGAGEMENT OF VOLUNTEERS

Stage 1: Application form

The recruitment of volunteers is coordinated by the Business Manager. All prospective volunteers must complete the Volunteer Information Form (see **Appendix A**) and provide evidence of a valid WWC Check and proof of identity. Volunteer applications will be considered on a case-by-case basis. Additional screening checks may be conducted during and after the recruitment process at the school's discretion such as:

- Proof of identity (for example, driver's licence)
- Construction Induction Training or 'White Card'
- NDIS Worker Screening Clearance
- Qualifications
- References
- Police Check
- Visa status



Stage 2: Interview process

Volunteers may be interviewed prior to their engagement by a member of school leadership. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly their suitability to work with children.

Stage 3: Referee checks

The school will conduct at least two (2) referee checks for all prospective volunteers engaged in Child-Related Work to assess their suitability to work with children.

Stage 4: Induction

All volunteers engaged in Child-Related Work will receive induction appropriate to their role and responsibilities.

MANAGEMENT OF VOLUNTEERS

Volunteers will be provided with relevant information, induction, training, support, supervision and resources appropriate to their role.

To support us to maintain a child safe environment, volunteers engaging in any Child-Related Work must:

- Familiarise themselves with relevant policies, procedures and codes of conduct;
- Undertake induction; and
- Depending on the nature and responsibilities of their role, SCC may require Volunteers to complete additional refresher child safety training.

All Volunteers must report to the school office on arrival and departure. Volunteers must:

- Record their name, signature, date and time and purpose of visit;
- Provide proof of identification to staff, upon request;
- Provide proof of their WWC Check;
- Wear a visitor's lanyard at all times; and
- Return to the office upon departure, sign out and return their lanyard.

Volunteers must comply with all relevant policies and procedures of Shepparton Christian College including, but not limited to:

- Child Safety Policy;
- Child Safety Code of Conduct;
- Volunteer Code of Conduct;
- Grievance Policy;



- Privacy Policy; and
- OHS Policy and Procedures

Volunteers must behave in a way which is consistent with the ethos, values and philosophy of the school.

Volunteers must be respectful and courteous in dealings with staff, students, parents and family members and members of the public.

Volunteers must comply with any reasonable direction given by a member of staff.

Volunteers must ensure that any personal information they become aware of because of their volunteer work is managed sensitively and in accordance with the school's privacy policy

<https://scc.vic.edu.au/policies-and-publications/>

Volunteers must immediately report any risks, hazards, incidents, accidents and injuries to the Business Manager.

Volunteers must immediately report any child safety or wellbeing concerns to a member of staff. For the avoidance of doubt, this includes reporting to a member of staff:

- Any concern or suspicion about the physical, psychological or emotional health, safety or wellbeing of a student;
- Any concern or suspicion about the inappropriate action or behaviour of any adult; and
- Any concern or suspicion about any adult in the school environment (including employees, contractors, volunteers and visitors) regarding an allegation made under the Reportable Conduct Scheme.

Volunteers are covered by the school's public liability and voluntary worker personal accident insurance.

Grievances or complaints will be dealt with in accordance with the school's Grievance Policy

<https://scc.vic.edu.au/policies-and-publications/>.

Volunteers will be reimbursed for authorised expenses incurred while performing their role. These expenses must be authorised by the Business Manager prior to purchase.

SCREENING CHECKS

To ensure that we are meeting our legal obligations under the *Worker Screening Act 2020* (Vic) and Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises SCC is required to undertake screening checks, which in most cases will involve asking for evidence of a valid WWC Check.

Volunteers who are engaged in Child-Related Work must have a valid WWC Check unless the person:

- Is a teacher currently registered with the Victorian Institute of Teaching (VIT);
- Is under the age of 18;



- If you're a student who is 18 or 19 years old doing volunteer work organised by or held at your educational institution,
- Is a parent volunteering in an activity with their child;
- Is a Closely Related Family Member of the child they're undertaking Child-Related Work with (see the definition at paragraph 3.3 above);
- Is a police officer; or
- Normally lives outside of Victoria and holds an equivalent Check in their State or Territory.

Exceptions may apply in relation to the above categories. Further information is available on the [Working with Children Check Victoria website](#).

In some circumstances, volunteers may do work that is not Child-Related Work. This includes volunteering outside school hours during which children will not be, or would not reasonably be expected to be, present. Volunteers for this type of work are not required to have a WWC Check or other screening checks as they are not engaged in Child-Related Work. However, depending on the nature of the work performed by the Volunteer, SCC may ask the Volunteer to provide a valid WWC Check or evidence of other screening checks at its discretion.

WWC Checks will be collected, sighted and verified as part of the Volunteer Application process. All WWC Check details will be recorded in the school's administrative database.

For the avoidance of doubt, the following persons must provide evidence of a valid WWC Check or WWC Check application to the Business Manager for verification before volunteering at the school:

- Volunteers who are working with children during the time they are visiting school premises, even though direct contact with children is not a central part of their normal duties;
- Parents and family members who are assisting in any classroom or school activity involving direct contact with children;
- Parents and family members who are assisting with an excursion, camp or similar event (regardless of whether their own child is participating or not);
- Members of the Governing Authority (for example, school council or board members, including any sub-committees) (regardless of whether their own child is a student at the school or not).

It is the responsibility of the Volunteer to apply for and obtain a valid WWC Check, if required by law or this policy to do so.

Where a Volunteer is required to have a WWC Check, the Principal has discretion to accept evidence of a WWC Check application in order for the Volunteer to attend the school premises, provided the Volunteer provides the school with evidence of the application outcome as soon as practicable after the applicant receives it.



COVID-19 VACCINATION INFORMATION

SCC is required to comply with pandemic orders made by the Minister for Health under the *Public Health and Wellbeing Act 2008* (Vic) relating to COVID-19, including vaccination requirements relating to attendance on school premises.

BREACH

If a Volunteer fails to comply with this policy, SCC may respond in a number of ways, depending on the nature of the breach, but which may include:

- Issuing the Volunteer with a warning (verbal or written) in relation to the breach and advising the Volunteer of the consequences should a further breach occur;
- Limiting or banning the Volunteer's access to school premises or from attending or being involved in school activities, functions or events;
- Terminating the engagement of the Volunteer; or
- Reporting the behaviour to Victoria Police or any other relevant agency, as appropriate or required by law.

LEGISLATIVE AND POLICY REQUIREMENTS

This policy complies with the requirements of relevant legislation and policy, including the:

- *Education and Training Reform Act 2006* (Vic);
- *Education and Training Reform Regulations 2017* (Vic);
- *Occupational Health and Safety Act 2004* (Vic);
- *Occupational Health and Safety Regulations 2017* (Vic);
- *Worker Screening Act 2020* (Vic); and
- Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

ROLES AND RESPONSIBILITIES

The SCC Board is responsible for:

- Reviewing this policy;
- Monitoring compliance with this policy and related procedures and
- Understanding the obligations under this policy, related procedures and legislation.

The Principal is responsible for:



- Communicating this policy to students, staff, parents and carers and the school community;
- Ensuring that Volunteers have obtained any relevant screening checks;
- Implementing processes and procedures for the induction, training and supervision of Volunteers, as appropriate;
- Providing and maintaining a school environment that is safe and free of risks to health and safety, so far as is reasonably practicable;
- Permitting or denying entry of any person to school premises, as appropriate and
- Taking action if a Volunteer fails to comply with this policy.

The Child Safety Officer is responsible for:

- Supporting Volunteers to focus on the safety needs of vulnerable students;
- Providing induction, training, information and support to Volunteers on child safety matters, as needed;
- Acting as a point of contact for Volunteers about child safety concerns and
- Reporting any breaches of this policy to the Principal.

Staff are responsible for:

- Understanding their obligations under this policy, related procedures and legislation and
- Reporting any breaches of this policy to the Principal.

Volunteers are responsible for:

- Understanding their obligations under this policy, related procedures and legislation;
- Taking reasonable care for their own and others' health and safety; and
- Ensuring that their actions do not put the safety of any child or young person at risk.

COMMUNICATION OF THIS POLICY

This policy will be published on the school's website and communicated to the SCC board, staff, students, volunteers by:

- Holding staff meetings and/or smaller team meetings to discuss the policy
- Referencing the policy in the staff handbook
- Advising school community via School Stream
- Making the policy available in hard copy from the school office upon request



RELATED POLICIES

This policy should be read in conjunction with the school's other policies and procedures, including:

- Child Safety Policy;
- Child Safety Code of Conduct;
- Volunteer Code of Conduct;
- Grievance Policy;
- Privacy Policy; and
- OHS Policy & Procedures

POLICY IMPLEMENTATION DOCUMENTS

The following documents may be required to implement this policy:

- Volunteer information form (see **Appendix A**);
- Volunteer induction checklist (see **Appendix B**);
- Volunteer induction form (see **Appendix C**);
- Volunteer code of conduct;
- Occupational health and safety checklist for Volunteers; and
- Training and supervision procedures for Volunteers.

CONTACT INFORMATION

If you have any questions regarding this policy, please contact the Principal



Appendix A: Volunteer Information Form

PERSONAL DETAILS

Title:

First Name(s):

Surname:

Address:

Mobile:

Email Address:

EMERGENCY CONTACT INFORMATION

Name:

Relationship:

Address:

Mobile:

Do you have any medical condition(s) that might affect your ability to volunteer? (If yes, please provide details below).

Yes

No

VOLUNTEER ROLE (Please provide details of the volunteer position(s) that you are interested in)

AVAILABILITY (Please indicate your availability)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



EDUCATION (Please provide details of any relevant education, qualifications, or skills)

PREVIOUS CHILD RELATED EMPLOYMENT OR VOLUNTEER WORK

Employer's Name and Address:

Position:

Period of Work:

Duties:

Employer's Name and Address:

Position:

Period of Work:

Duties:

Employer's Name and Address:

Position:

Period of Work:

Duties:

Please provide details of all experience working with children or particular groups of children, including children with a disability and/or Aboriginal or Torres Strait Islander children. If more space is required, attach a separate sheet.

REFEREES

Name:

Organisation:

Position:

Contact Number:

Email Address:

Name:

Organisation:

Position:

Contact Number:

Email Address:

PRIVACY NOTICE

1. In applying to provide services to Shepparton Christian College (SCC), you will be providing the College with personal information.



2. If you provide the College with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.
4. We will not disclose this information to a third party without your consent.
5. You may be required to provide the College with a criminal record check and a Working With Children Check. The College may also be required to collect personal information about you in accordance with Child Protection and other relevant laws
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide the College with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

DECLARATION

Please read each statement below. Please tick each box to acknowledge your acceptance of each statement.

- I declare that the information given is true and correct.
- I understand that I may be required to participate in an interview and selection process and undertake screening checks.
- I understand that I will perform all duties on a voluntary basis and will not be paid for my work.
- I confirm that I have read and understood the Colleges Child Safety Policy, Child Safety Code of Conduct, Volunteer Code of Conduct, Grievance Policy, Privacy Policy and OHS Policy & Procedures
- I agree to complete any induction or training required.
- I understand that Shepparton Christian College may cease the volunteer arrangement at any time.

Signed:

Date:

Please attach a copy of your proof of identity (e.g. driver's licence) and Working With Children Check.



Appendix B: Volunteer Induction Checklist

Topic	Completed	Follow up Required?
Introduction <ul style="list-style-type: none"> Welcome to school Background and history of the school Overview of organisational structure Summary of school's ethos, values and philosophy 	<input type="checkbox"/>	
Workstation prepared and relevant occupational health and safety considerations undertaken	<input type="checkbox"/>	
Walk through of the school and available facilities (including emergency procedures, first aid facilities, toilets and lunch rooms)	<input type="checkbox"/>	
Meeting with supervisor (this is the person the volunteer should go to if they have any concerns, feedback or questions about their role)	<input type="checkbox"/>	
Security Information <ul style="list-style-type: none"> Sign-in and sign-out procedures Access procedures (for example, alarm codes, passwords) Access, use and management of confidential information Parking availability 	<input type="checkbox"/>	
Policies and Procedures <ul style="list-style-type: none"> Risk management policies and procedures, including any Occupational Health and Safety Policies Child Safety Wellbeing Policy Child Safety Code of Conduct Volunteer Code of Conduct Procedures for managing complaints and concerns, including the Grievance Policy Recordkeeping and information sharing policies and procedures, including the Privacy Policy 	<input type="checkbox"/>	
Child Safety <ul style="list-style-type: none"> Duty of care Mandatory reporting Recognising the indicators of harm and abuse (including family violence) Identifying and managing child safety risks (online and physical risks) Responding to child safety and wellbeing issues, including complaints and concerns about child abuse Building a culturally safe environment for students Understanding diverse students and vulnerable students 	<input type="checkbox"/>	



<ul style="list-style-type: none">• Facilitating child-friendly ways for students to express their views, participate in decision-making and raise concerns• The strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal students		
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Appendix C: Volunteer Induction Form

VOLUNTEER

I _____ (write full name) confirm that I have completed the induction training.

I acknowledge that I have read and understood the following policies and procedures. (Please tick to indicate that you have read and understood).

- | | |
|--|--|
| <input type="checkbox"/> Volunteer Code of Conduct | <input type="checkbox"/> Child Safety Policy |
| <input type="checkbox"/> Child Safety Code of Conduct | <input type="checkbox"/> Grievance Policy |
| <input type="checkbox"/> Privacy Policy | |
| <input type="checkbox"/> Occupational Health and Safety Policy | |

Name:

Signature:

Date:

PRINCIPAL OR DELEGATE

I confirm that _____ has completed the induction training.

Name:

Signature:

Date: