

APOLLO BAY P-12 COLLEGE



Volunteers Policy

1. BACKGROUND

Voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for the benefit of students. Volunteers deserve encouragement, effective management, support, and recognition.

This policy should also be read in conjunction with the Working With Children's Check Policy, School Visitors Policy, Volunteers Policy and the Apollo Bay P-12 College Child Safety Policy.

2. PURPOSE & AIMS

- To maximise the number and variety of effective volunteers who contribute to our school.
- To encourage volunteers from both the school community and the wider community to engage and assist within our college educational programs.
- To provide volunteers with the support and recognition of their services and assistance
- To ensure that volunteers involved in activities with potentially high levels of student contact are of sound character and have been deemed suitable to volunteer in school, especially in terms of providing a specialised service or skills where assisting.

3. PRINCIPLES

The Principal, as the Executive Officer of School Council, has the authority to require all volunteers to hold a WWCC.

At Apollo Bay P-12 College, a **Working With Children Check (WWCC)** is mandatory for all non-teaching based school employees and volunteers. The WWCC is valid for up to five years, however it is monitored on a regular basis. WWCC are not required for one off Volunteering.

School must establish and implement policies to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check.

- Volunteer WWCC's will be kept on file within the college. The results of all CRC's and WWCC's are strictly confidential.
- Parents attending activities with high level student contact such as camps are required to have a WWCC irrespective of whether their own child is a participant.

4. IMPLEMENTATION

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so. Volunteers can assist with classes as per invitations of the classroom teacher.
- Volunteers will be sought formally through the college newssheet and Apollo Bay Town Newsheet, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be expected to carry out their tasks at school in a confident and effective manner.
- The supervising teacher will direct the work and be ultimately responsible for any student discipline issue, not the volunteer.
- Volunteers will be required to register at the administration office on any day of attendance, and wear a visitors badge whilst in the school, signing in and out as required.
- An induction program will be provided to all regular volunteers.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers must not supervise students on their own.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers may be sought to assist with school camps and excursions.
- Staff and Volunteers are expected to treat each other with respect at all times.
- Volunteers should not approach classroom teachers on perceived controversial issues. Any issues should be raised with the Principal or Assistant Principal.
- Concerns by staff or parents about the work of a volunteer (including their suitability) are to be raised to the Principal or Assistant Principal immediately.
- Individuals or groups of volunteers will be highlighted in the newsletter, publicising and acknowledging their valued contributions to our school.
- The Principal, school council or teacher (in consultation with the principal) may terminate or deny any invitation of assistance of a volunteer at any time
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- If the property of or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation, as per DET Policy and Procedures.

5. EVALUATION

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

DEFINITIONS:

Definition of volunteer

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. 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 any 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 fundraising and assisting with excursions, are well protected from legal action by others.

Important: “Voluntary” work carried out to meet Centrelink requirements

People who perform unpaid work in schools under the “Work for the Dole” programme and “Community Work” programmes administered by Centrelink have insurance cover provided by the Federal Department of Education, Employment and Workplace Relations, and may perform work in schools.

Other Centrelink benefit recipients involved in “voluntary” work in order to fulfil their recipient obligations are **not** covered by an Australian Government insurance scheme and are **not** insured to work in Victorian government schools. Schools may not accept this group of Centrelink benefit recipients to work as volunteers in Victorian government schools.

REFERENCES:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

DATE RATIFIED [18 March 2014](#)
UPDATED 20 June 2017

DATE FOR REVIEW [Term 2 2020](#)

Tiffany Holt
Principal

Andrew Gardiner
College Council President



SCHOOL VOLUNTEER AGREEMENT

Commented [D1]: From Sample policy by Dept Ed South Australia

Volunteer Name:.....

Volunteer Contact Details:

Phone:.....

Address:.....

_____ Email:.....

Any specific skills or qualifications?.....

As a volunteer at APOLLO BAY P-12 COLLEGE I agree to:

1. Work as a volunteer in the area/s of
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the volunteer policy which may include providing the college with a Criminal Records Check and a Working With Children Check.

As a volunteer:

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety & welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed..... Name.....

Date.....

Copy of working with Children Check Card attached? Y N

SCHOOL PRINCIPAL (OR DELEGATE)

Signed..... Name.....

Date..... Position.....