

VOLUNTEERS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the office.

BSPS Office

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PURPOSE

To outline the processes that Bayswater South 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

Bayswater South Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Bayswater South Primary School also recognises the valuable contribution that volunteers provide to our school community and the work that they do.

The procedures set out below are designed to ensure that Bayswater South 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 fill in the Online Volunteer Form, the Online Volunteer Induction Program and return the signed Volunteer Form together with proof of their suitability to work with children at the office. Please follow the link below:

<https://forms.office.com/r/5JzaUkE7nZ>

COVID-19 vaccination information

Under the directions issued by the Victorian Chief Health Officer, volunteers attending school to work are required to be vaccinated or provide evidence that they are medically exempt. Our school is required to collect, record and hold vaccination information from relevant visitors and volunteers to ensure they meet these requirements.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites](#)

Suitability checks including Working with Children Clearances]

Working with students

Bayswater South Primary School is constantly looking for new parent club members, sport marshals, excursion assistance, classroom helpers, librarians, resource creators and Cafe Klatsch volunteers. To ensure that we are meeting our legal obligations under the Child Safe Standards, Bayswater South Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children (WWC) Clearance and may also involve undertaking reference, proof of identity and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Bayswater South Primary School is a child safe environment, we will require volunteers to obtain a WWC clearance 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 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 and during which children will not be, or would not reasonably be expected to be present. Examples for non child-related work are organising the library and processing library books, creating resources in the multi-purpose area, 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.

Whilst we acknowledge that volunteers for this type of work will not be engaging in child-related work as part of their role, at Bayswater South Primary School, we still require them to provide a valid WWC clearance.

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.

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 the [Child Safe Standards](#). 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 Bayswater South Primary School.

Bayswater South 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 and will ensure a record is kept of the induction undertaken.

All volunteers will be provided induction in relation to Bayswater South Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Responding and Reporting Obligations Policy and Procedures 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.

Volunteers need not to be supervised if they are doing non child-related work during which children will not be, or would not reasonably be expected to be present. You can find a clear definition of non child-related work in the non child-related work section of this document.

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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- [Online](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	27/03/2022
Consultation	tbc
Approved by	Principal
Next scheduled review date	27/03/2026