



# OAKLEIGH PRIMARY SCHOOL

## VOLUNTEERS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Assistant Principal at [oakleigh.ps@education.vic.gov.au](mailto:oakleigh.ps@education.vic.gov.au)

## PURPOSE

To outline the processes that Oakleigh Primary School follows to recruit, screen, supervise and manage volunteers to provide a child safe environment.

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-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*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, step-parent, 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

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

It is generally accepted that when parents are involved in the school in some way, their children are likely to be happier and perform better in the classroom. Parents are encouraged and invited to help in the school with varying activities.

The procedures set out below are designed to ensure that Oakleigh Primary'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:

### **Classroom Programs**

Members who would like to volunteer in classroom programs are encouraged to undertake a Classroom Helpers workshop or similar (usually offered in Term 1) in readiness to assist in classrooms from Term 2. In addition to undertaking the Classroom Helpers Course (at least once), all Classroom Helpers are provided with a Classroom Helpers Code of Conduct Booklet which must be read and a Confidentiality Agreement signed each year prior to working in classrooms.

### **Excursion Assistants**

Due to the nature of some excursions, parent volunteers on school excursions may be required to supervise a small group of students out of line of sight of the teacher. Therefore parents wanting to attend any school excursion at Oakleigh Primary School must have a Volunteer Working with Children Check which is copied and recorded on file with the Business Manager. In addition, class teachers will provide parents assisting with excursions a copy of the Excursion Helper Guidelines.

### **School Events**

Parent volunteers are regularly sought for school events such as Mother's Day Stall, Father's Day Breakfast usually through Classroom Coordinators via email, as well as through the school administration via the School Newsletter and Compass communications.

### **Past Parents**

Past parents/grandparents who wish to continue to volunteer after the family has left the school, can do so by applying to the school. A register of volunteers is maintained and presented to School Council.

### **Education Accreditation Certification**

Each year Oakleigh Primary School is approached by adults who may or may not be attached to the school community to volunteer a number of hours as part of an education accreditation certificate. The school endeavours to assist our families wherever possible but reserves the right to not accommodate all requests where it places a burden on the capacity of the school, its staff and the learning environment or there is a conflict of interest.

### **Community Service Programs**

Each year Oakleigh Primary School is approached by Year 9-10 secondary school students who may or may not have been attached to the school community to volunteer a number of days/hours as part of their school's Community Service Programs. The school endeavours to assist students with a past association with the school wherever possible but reserves the right to not accommodate all requests where it places a burden on the capacity of the school, its staff and the learning environment or there is a conflict of interest.

## **COVID-19 VACCINATION INFORMATION**

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

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

## **SUITABILITY CHECKS INCLUDING WORKING WITH CHILDREN CLEARANCES**

### **Working with students**

Oakleigh Primary School values the many volunteers that assist in our classrooms/with sports events/excursions/camps /school concerts/and other events and programs. To ensure that we are meeting our legal obligations under the *Working Screening Act* and the Child Safe Standards, Oakleigh Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children Check (WWCC). Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Oakleigh Primary School is a child safe environment, we require volunteers over 18 years of age to obtain a WWCC and produce their valid card to the Business Manager for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWCC 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 program), camps and similar events, regardless of whether their own child is participating 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. For example, volunteering on the weekend for gardening/maintenance, School Council meetings or meetings of sub-committees of School Council or event coordination, 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 WWCC or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Oakleigh Primary School reserves the right to undertake suitability checks, including proof of identity or WWCC, at its discretion if considered necessary for any particular activities or circumstances.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWCC. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWCC.

Further guidance on this topic is given in the flowchart at the end of this document.

## **TRAINING AND INDUCTION**

Under the Child Safe Standards volunteers must have appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Oakleigh Primary School may also require volunteers to complete additional child safety training.

## 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 our Embedding a Culture of Child Safety Policy, Child Safety Policy, Child Safety Code of Conduct, Statement of Values and School Philosophy, as well as our Duty of Care Policy.

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 (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

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 Oakleigh Primary School.

## PRIVACY AND INFORMATION-SHARING

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

## RECORDS MANAGEMENT

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to Business Manager or Principal Class to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

## 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
- Included in induction processes for relevant staff
- Included as a link in all invitations to prospective volunteers
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request.

## RELATED POLICIES AND RESOURCES

The following related policies are available on the school website under *For Parents* tab.

[Child Safe Standards — Oakleigh Primary School & Kindergarten \(oakleighps.vic.edu.au\)](https://www.oakleighps.vic.edu.au/policies-1)

<https://www.oakleighps.vic.edu.au/policies-1>

Oakleigh PS Child Safety Policy

Oakleigh PS Child Safety Code of Conduct

Child Safety Responding and Reporting Policy and Procedures

Child Safety Induction Pack

Visitors Policy

Inclusion and Diversity Policy

Oakleigh PS Duty of Care Policy

Oakleigh PS Visitor Policy


Statement of Values and School Philosophy

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## REVIEW CYCLE

## POLICY REVIEW AND APPROVAL

Policy last reviewed	16/3/2023
Consultation	School Council March 2023 (school council consultation is mandatory)
Approved by	Principal on 27 <sup>th</sup> March 2023 
Next scheduled review date	2025 (mandatory minimum review cycle is 2 years)

# Working With Children Suitability Check Flowchart for Schools

