



“We flourish as engaged bilingual global citizens who can face challenges as critical, creative thinkers. Our exemplary holistic education promotes a lifelong love of learning.”

VOLUNTEERS IN SCHOOLS POLICY

HELP FOR NON-ENGLISH SPEAKERS



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

PURPOSE

To outline the processes that Camberwell 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-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: As defined by the *Worker Screening Act 2020* (Vic), child-related work is 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 direct 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

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- 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 (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY

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

The procedures set out below are designed to ensure that the school’s volunteers are suitable to work with children and are well-placed to make a positive contribution to the school community.

Becoming a Volunteer

There are a range of opportunities for members of our school community to volunteer to assist with different functions and activities in the life of the school. Our CPS Parents Association (PA) regularly calls for volunteers to assist with school events such as morning teas, fundraising opportunities and large events through our Compass Parent Portal and school newsletter, Le Journal.

In addition, classroom and specialist teachers require volunteer assistance from time to time for conducting school camps, excursions and classroom activities. These volunteer opportunities are usually advertised by individual class teachers or class coordinators via email or Compass to the parents/carers of the class/year level involved.

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](#)

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Suitability Checks Including Working with Children Checks

Working with Students

Camberwell Primary School values the many volunteers who assist in our classrooms, with sports events, camps/excursions and other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Camberwell 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, qualification and work history involving children checks. Where prospective volunteers are required under the law and this policy to have a WWC Clearance, the principal has the discretion to accept evidence of a WWC check application in order to commence volunteer work, provided the volunteer provides the school with evidence of the application outcome (clearance or exclusion) as soon as practicable after the applicant receives it.

Considering our legal obligations, and our commitment to ensuring that our school is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the school office for verification in the following circumstances:

- **Volunteers who are not Parent/Family members** of any student at the school are required to have a WWC Check 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 activity 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 future, the School Council may consider adding other categories where members would like to impose a requirement for a WWCC or other suitability check, relevant to the school context.

In addition, depending on the nature of the volunteer work, the 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.

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Non Child-Related Work

On some occasions, parents/carers and other members of the school community may volunteer to do work that is not child-related (For example, School Council, participating in sub-committees of the School Council, fete coordination, other fundraising groups that meet in the evenings) 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 Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, the school reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

Please note: the school will keep a record of the evidence you produce and will advise you in advance when the WWC Check is about to expire.

Training and induction

Under the Child Safe Standards volunteers must have an 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 reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Volunteer Induction Information 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, Camberwell Primary School may also require volunteers to complete additional child safety training, including but not limited to our Parent Partnerships training modules for volunteers helping with classroom activities..

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 Child Safety & Wellbeing Policy, Child Safety Code of Conduct and our Statement of Values and School Philosophy.

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](#).

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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 (or their nominee) 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 the school.

When Volunteer Workers are engaged in maintenance tasks, such as at a school Working Bee, It is the responsibility of the School Council appointed Working Bee Coordinator to ensure that volunteers comply with OHS requirements. For further information, please refer to the website below with links to Volunteer Workers and Working Bees.

The Principal and School Council Coordinator are fully cognisant of the activities that volunteers may not engage in e.g.

- confined space entry
- demolition works
- hazardous manual handling
- hot works (e.g. welding)
- powered mobile plant (e.g. forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete
- trenches or shafts deeper than one and half metres
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels
- and other high risk tasks.

Nor may a volunteer use any high powered tools including saws, buzzers, shapers, planers and routers.

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:

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- 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 our [Child Safety Responding and Reporting Obligations 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 the supervising staff member or a member of the school leadership team 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 to 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.

Any volunteer injury will be reported on eduSafe.

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COMMUNICATION

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

- Available publicly on our school website
- Made available in hard copy from the school office on request
- Discussed during volunteer induction processes
- Referenced in staff handbook.

RELATED POLICIES AND RESOURCES

Camberwell Primary School Policies and resources relevant to this policy include:

- Statement of Values and School Philosophy
- Visitors Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Inclusion and Diversity Policy
- CPS Parent Partnership induction training materials
- CPS Volunteer Working Bee induction handbook

Department of Education & Training policies and resources relevant to this policy include:

- [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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	CPS School Council Meeting August 2022
Approved by	Principal
Next scheduled review date	August 2024

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