Volunteers Policy (2016)

RATIONALE
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.

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 the 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.

REQUIREMENTS AND DEFINITIONS
- **Volunteers** are people who, without remuneration or reward, voluntarily engage in college activities

  *The Principal, as the Executive Officer of School Council, has the authority to require volunteers to undergo a WWC Check and/or a CRC irrespective of whether the person is exempt from the Act.*

- **Criminal Records Checks (CRC)** are conducted by the DET for suitability for employment purposes. A CRC differs from a Working With Children Check (WWCC). See References for more information.

- **Working With Children Check (WWCC)** are 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.

- Volunteer WWCC will be kept on file within the college. The results of all CRC and WWCC 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 and present it to the main office, prior to taking part in any activity.

- Volunteers who are in charge of an individual or group of students on a regular basis are required to hold and present to the college a current WWCC.

- Volunteers must undergo a Child Safe Standards induction program prior to commencing any voluntary work.

IMPLEMENTATION
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so. Volunteers can assist with classes at the invitation of the classroom teacher.
• Volunteers will be sought formally through the newsletter, 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 daily, and wear a visitors badge whilst in the school signing in and out as required.
• An induction program may be provided to all 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.
• Volunteers should not approach classroom teachers on controversial issues. Any issues should be raised with the Principal, Assistant Principal or Leading Teacher.
• Concerns by staff or parents about the work of a volunteer (including their suitability) are to be raised to the Principal, Assistant Principal or Leading Teacher immediately
• Individuals or groups of volunteers may be highlighted in the newsletter, publicising their contributions to the school.
• The Principal, school council or teacher may terminate 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. All injuries must be recorded at the general office by filling in a Work Safe form
• 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 with a person employed by DET.
• Recognition will be provided in Term 4 each year to thank volunteers for their contributions throughout the year. Eg. Morning tea, Presentation Night

REFERENCES
• Victorian Government Schools Reference Guide
  4.5 Student Health 4.10 Transport
  4.13 School Fetes 6.16 Legal liability and associated matters
  6.38 Volunteer Workers 7.18 Insurance
• DET (Department of Education & Training), Suitability for Employment Policy
• WWCC – Working With Children Check
• CRC Criminal Records Check
**EVALUATION**
This policy will be reviewed as part of the school’s three-year review cycle.

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<tr>
<th><strong>RATIFIED BY SCHOOL COUNCIL ON:</strong></th>
<th>13/12/2016</th>
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<tbody>
<tr>
<td><strong>SIGNED BY PRINCIPAL:</strong></td>
<td>GRAEME HOLMES</td>
</tr>
<tr>
<td><strong>SIGNED BY SCHOOL COUNCIL PRESIDENT:</strong></td>
<td>TIM FERRIER</td>
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<tr>
<td><strong>DATE OF REVIEW:</strong></td>
<td>2019</td>
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SCHOOL VOLUNTEER AGREEMENT

Volunteer Name: ………………………………………………………………………………………………………………………
Volunteer Contact Details: Phone:……………………………………………………………………………………………………
                              Email:………………………………………………………………………………………………………………

As a volunteer at DAYLESFORD SECONDARY 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 ………………………………….
Date ……………………………

SCHOOL PRINCIPAL (OR DELEGATE)
Signed ………………………………… Name …………………………………………..
Date …………………………… Title …………………………………………..