

# CAMBERWELL HIGH SCHOOL

## VOLUNTEERS' POLICY



### PURPOSE

To outline the processes that Camberwell High 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

Camberwell High School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Camberwell High School knows the importance of volunteers at our school and recognises the valuable contribution that volunteers

provide to our school community and the work that they do. Camberwell High School has a 'Parents and Friends Association' (PFA) and 'Friends of Music Association' (FOM) who are made up of parent and friends volunteers.

The procedures set out below are designed to ensure that Camberwell High School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### Becoming a PFA or FOM volunteer

Members of our school community who would like to volunteer to join the PFA or FOM are encouraged to put their names forward.

### Suitability checks including Working with Children Clearances

#### ***Working with students***

Camberwell High School values the many PFA and FOM volunteers that assist the school community eg: with school events/concerts/second-hand books and informative Speakers/Seminars. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Camberwell High Schools 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 Camberwell High School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the main 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. For example, volunteering on PFA coordination, school council, participating

in sub-committees of school council, Presentations events, 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Camberwell High School reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or 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 our Child Safety Policy, our Child Safety Code of Conduct and our policies such as Statement of Values and School Philosophy 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 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 Camberwell High School.

Camberwell High 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 Camberwell High 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 are made aware of.

The principal team will determine what supervision, if any, of volunteers is required for the type of work being performed.

## **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.

### **WWCC Register**

A register of visitors and volunteers WWCC card details are kept and maintained by Camberwell high School HR.

## COMMUNICATION

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

- Available via our school's website
- Available via the school COMPASS Portal
- Included in induction processes for relevant staff
- Discussed in an annual staff briefings/meetings
- Made available in hard copy from school office upon request

## RELATED POLICIES AND RESOURCES

School policies available on our website : <https://www.camhigh.vic.edu.au/community/policies-documents/>

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [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	July 2019
Consultation	Consultation for updated policy will take place 2022
Approved by	Principal October 2021
Next scheduled review date	Review cycle for this policy is 3 to 4 years. Due July 2022