



# CAMBERWELL HIGH SCHOOL VOLUNTEERS' POLICY

## PURPOSE

To outline the processes that Camberwell High School will follow to 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' group 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 (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 High School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. We value the contribution that our School Council, Parents and Friends' Association and Friends of Music volunteers provide to our school community and the work that they do.

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 volunteer

Members of our school community can decide to stand for School Council, they may volunteer to be part of the Parents and Friends' Association or the Friends of Music and provide support to the work of these groups.

### 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***

Camberwell High School values the many volunteers that assist our school community in such areas as school musical events and parent run fund raising and supportive school events/activities. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Camberwell High 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.

Parent volunteers may attend Camberwell High School if they can show proof that they have applied for the WWC check and the application has not been finally decided or withdrawn, provided the person provides the school with evidence of the final WWC Clearance when it comes through.

Considering our legal obligations and our commitment to ensuring that Camberwell High School is a child safe environment, we require volunteers to obtain a WWC Clearance and produce their valid card to the main office for verification when they are signing in in the following circumstances:

- **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



- **Parent/family volunteers** who are assisting with Parents and Friends' Association or Friends of Music events/activities

### 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 Ministerial Order No. 1359 and the school's Child Safety policies, procedures and code of conduct to ensure the actions and requirements in these documents are followed when volunteering for our school
- complete the Volunteer OHS Induction Checklist kept at the main school office

### 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 and Wellbeing Policy, our Child Safety Code of Conduct and our Statement of Values.

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 Camberwell High 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
- 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 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 Principal (or nominee) 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 Available publicly on our school's website

- Available on the school's website <https://www.camhigh.vic.edu.au/community/policies-documents/>
- Available on Compass

## RELATED POLICIES AND RESOURCES

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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	School Council working party 18/5/22 and 23/6/22
Approved by	Principal: Jill Laughlin
Next scheduled review date	July 2024