



VISTORS, VOLUNTEERS AND EMPLOYEE'S POLICY

PURPOSE

To outline the processes that Bittern 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-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

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

The procedures set out below are designed to ensure that Bittern PS 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 apply for a Working With Children Check and ensure that the school has a copy.

Suitability checks including Working with Children Checks

The *Working With Children Act 2005* (Vic) only sets out the minimum requirements for WWC Checks. The Child Safe Standards are another law relevant to schools that requires appropriate screening measures/suitability checks to be undertaken in relation to volunteers and visitors. To ensure compliance with both pieces of legislation and Department policy, schools may choose to go above the minimum requirements under the WWC Act, depending on the nature and risk of the activities the volunteer will be engaged in. There are different options below that you can adopt to suit your school community.

Working with students

Bittern PS values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/and other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Bittern PS is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Bittern PS is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the front office and keep it on their person 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. This is a legal requirement under the *Working with Children Check Act* and must not be changed
- **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. This is a legal requirement under the *Working with Children Check Act* and must not be changed
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
Volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are

not required to have a WWC Check under the WWC Act. However, DET recommends that schools do require parents to obtain one in these circumstances given the degree of contact volunteers may have with students in these situations – see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Guide – Suitability Checks for School Volunteers and Visitors](#) page. Schools can choose to add further activities to this list where there is a higher degree of risk posed.

- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
Volunteers who are parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are not required to have a WWC Check under the WWC Act. However, DET recommends that schools consider requiring a WWC Check in circumstances where the parent is regularly volunteering given the degree of contact volunteers may have with students in these situations – see [Suitability Check Flowchart for Schools](#) on the [School Policy and Advisory Guide – Suitability Checks for School Volunteers and Visitors](#) page.]
- **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
Under the WWC Act, school council members are not required to have a WWC Check. However DET recommends principals, as Executive Officers of School Council, consider recommending that School Council members obtain a WWC Check in circumstances where they will be working alongside student School Council members. This would support compliance with the Child Safe Standards which require schools to implement practices for a child-safe environment, including making appropriate suitability checks (at the discretion of the school) for any work performed by an adult where children are present or reasonably expected to be present.]

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

At law, volunteers who are not engaged in child-related work (eg fete planning and organisation) do not need a WWC Check under the WWC Act. However, the Child Safe Standards require appropriate suitability checks (at the discretion of the school) for any **child-connected** work which is work performed where children are present or reasonably expected to be present.

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, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings.

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, Example 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.

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, Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values found on our website. 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 Bittern PS.

Bittern PS 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.

All volunteers will be provided induction in relation to Bittern PS child safety practices, including reporting obligations and procedures. Our school has a Mandatory Reporting Policy which all staff and volunteers should be aware of.

The principal (or their nominee) 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.

RELATED POLICIES AND RESOURCES

Statement of Values (refer to our website)

Visitors Policy (refer to our website)

Statement of Commitment to Child Safety (refer to our website)

Child Safe Policy (refer to our website)

Code of Conduct (refer to our website)

REVIEW CYCLE

DATE IMPLEMENTED	1 st December 2018
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APPROVAL AUTHORITY (SIGNATURE AND DATE)	
ENDORSED BY SCHOOL COUNCIL PRESIDENT (SIGNATURE AND DATE)	
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RESPONSIBLE FOR REVIEW	Margaret Dolan and Kayla Farrugia