VOLUNTEERS POLICY

Help for non-English speakers

If you need help to understand this policy, please contact the Hampton Primary School office on 9598 1412.

PURPOSE

To outline the processes that Hampton 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.

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: 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.

IMPLEMENTATION

- Hampton Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Hampton Primary School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Typically these may include parent and community volunteers, invited speakers, sessional instructors, representatives of community business and service groups, prospective parents, service people, official school photographers and commercial sales people. We recognise our duty of care to provide a safe environment for the students, staff and parents of Hampton Primary School.

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- The procedures set out below are designed to ensure that Hampton Primary 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

- Volunteers, such as parents and community members, are actively encouraged to participate in school activities and will be invited to do so through Compass, the School Newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers are required to sign in at the front office using the Compass Kiosk and will be provided with a printed 'Visitors Pass' which they must carry at all times within the school. Similarly, they are required to report to the Front Office at the end of their visit to sign out using the Compass Kiosk.
- Parents wishing to volunteer to assist in the classroom are required to complete the Parent Helpers Course run by Hampton Primary School teaching staff and sign the associated agreement. This course provides necessary information for parents on the approaches to teaching and learning, privacy, classroom structures and routines. Parents are only required to complete the course once, which is recorded on a central register at the school.

Suitability checks including Working with Children Checks

Working with students

Hampton Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/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, Hampton Primary School 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.

A record of these WWCCs is maintained by the front office staff. SAMS for schools is the current platform that is used to maintain all WWCC records. Compass also requires all parents to present their WWCC when signing in. When a new WWCC is received it is updated by administration staff. If an outdated WWCC is noted, the parent is contacted to update their WWCC.

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

- **Volunteers who are <u>not</u> 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 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

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- 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 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 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, Hampton Primary 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.

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 Child Safety Induction 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, Hampton Primary School may also require volunteers to complete additional child safety training.

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 and School Philosophy as well as Department policies such as the Sexual Harassment Policy and Workplace Bullying 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 Hampton Primary School.
- Hampton Primary 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.

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- All volunteers will be provided induction in relation to Hampton Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations 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.
- Hampton Primary School has a system register of WWC applicants which is monitored and reviewed monthly to ensure all volunteers have a valid WWC check. Notifications are sent via email to volunteers when WWC checks are approaching their expiry date. Follow up notifications are also sent to volunteers once WWC checks are no longer valid.

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; 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: *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 Business Manager 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:

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- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

RELATED POLICIES & RESOURCES

Statement of Values, Visitors Policy, Statement of Commitment to Child Safety/Child Safe Policy, Child Safety Code of Conduct

COMMUNICATION

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW & APPROVAL

Policy last reviewed	March 2026
Approved by	School Council
Next scheduled review date	Review every 2 years

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