



VOLUNTEERS

Definition:

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in schoolwork, at the request of the school. Individuals who engage in 'child-related work' are required to have a Working with Children Check (WWC Check). 'Child-related work' is any work that involves 'direct contact' with a child that is part of the person's work. It does not include occasional direct contact with a child that is incidental to the work the person is performing at the school (whether or not that work is paid). 'Direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact;

Rationale:

Volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition.

Aims:

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

Implementation:

- A WWC Check is now required for anyone engaging in 'child-related work' regardless of whether contact with a child is supervised by another person or not.
- A volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.
- If a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- 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 will not be required to carry out tasks with which they are uncomfortable or untrained.
- Volunteer school workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work.
- If a volunteer school worker suffers damage to their property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory Working with Children check prior to their participation.
- Individual or groups of volunteers will be highlighted in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.