



Volunteer Policy

Rationale

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

Aim

To outline the processes that Fairfield 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.

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, step-parent, 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 (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.

Implementation

Fairfield Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers.

The procedures set out below are designed to ensure that Fairfield 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

- Members of our school community who would like to volunteer are encouraged to make contact with the school office to discuss volunteer opportunities available.
- Fairfield Primary School requires all volunteers to apply for a *Working With Children Check* in order to attend school activities that are held on-site and off-site.
- The *Working With Children Check* must include the following organisation details:
 - Organisation - *Fairfield Primary School*; and
 - Organisation Field - *44 Educational - state schools* (all primary, secondary, technical and special schools).
- Volunteers are required to complete an OHS induction.
- In all situations, the duty of care of students rests with Fairfield Primary School.
- Volunteer activities will be directed by Fairfield Primary School.
- All volunteers are to be approved by the school.
- All volunteers are required to comply with the school's code of conduct.
- All volunteers arriving and departing during school hours are to record their name, signature, the date and time, and purpose of the visit. A signed record of names, dates and reasons for visit will be kept.
- Volunteers are required to carry out tasks in a manner consistent with school expectations and policies, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers are not to disclose information that they obtain in the course of their volunteer activities outside of Fairfield Primary School.
- The school may revoke volunteer approval at its discretion and will take further action as necessary.
- Children of pre-school age are not to accompany volunteers due to possible disruption to students' learning. Volunteers wishing to seek approval for a pre-school age child to accompany them are to seek approval from the Principal or Assistant Principal.

SUITABILITY CHECKS – INCLUDING WORKING WITH CHILDREN CLEARANCES

Working with Students

Fairfield Primary School values the many volunteers that assist throughout the school. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the *Child Safe Standards*, Fairfield Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a *Working With Children Check* (WWCC) 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 Fairfield Primary School is a child safe environment, we will require volunteers to obtain a WWCC and produce their valid card to the administration 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 the weekend for gardening, maintenance, working bees, 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. Fairfield Primary 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* and *Child Safety Code of Conduct*. 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 Fairfield Primary School.

Fairfield 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 and will ensure a record is kept of the induction undertaken.

All volunteers will be provided induction in relation to Fairfield Primary 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 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.

Communication

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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request

References

Fairfield Primary School policies, posted on the [school website](#):

- Child Safe Policy
- Child Safety Code of Conduct

Department of Education 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](#)

Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in August 2024.

This policy was ratified by School Council in August 2021