# Parkville College – FLC Campus Volunteers Policy

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## Purpose

To outline the processes that Parkville College – FLC Campus 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-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 (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

Parkville College – FLC Campus is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Parkville College – FLC Campus hopes to draw on the knowledge and expertise in our local community to provide learning opportunities and rich experiences for students. Volunteers will be an invaluable and integral part of our school providing students the opportunity to connect with community and culture

The procedures set out below are designed to ensure that Parkville College – FLC Campus 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 contact the Campus Coordinator by phone or email and detail how they could be could work to provide program options or support our students. They will then be provided with an outline of the necessary steps required to begin volunteering.

### 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](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)

### Suitability checks including Working with Children Checks

Volunteers will be required to:

* Confirm their identity – i.e. drivers licence or photo ID
* Provide the school with a valid Working With Children’s Check or VIT registration
* Confirm any professional qualifications they may have for the work they are doing with us Complete National Police Check
* Have all the above documentation copied and store with HR
* Be entered into the Parkville College Volunteer Register

### Working with students

Parkville College – FLC Campus values the many volunteers that assist with all types of 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, Parkville College – FLC Campus is required to undertake suitability checks which may include a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Parkville College – FLC Campus is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to Parkville College – FLC Campus Coordinator with copies forwarded on to HR 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.
* **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 during which children will not be, or would not reasonably be expected to be, present.

At Parkville College – FLC Campus, volunteers for this type of work will still be required to provide proof of ID.

### 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 reasonable 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, Parkville College 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 and Wellbeing Policy / Statement of Commitment to Child Safety, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

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 Campus Coordinator 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 Parkville College – FLC Campus.

### 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](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) and the Department’s policy on [Privacy and Information Sharing](https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy).

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 (including Mandatory Reporting) 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 Campus Principal to ensure they are managed in accordance with the Department’s policy: [Records Management – Schools.](https://www2.education.vic.gov.au/pal/records-management/policy)

### 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
* Included as a link in all invitations to prospective volunteers
* Included in our staff handbook/manual
* Discussed in an annual staff briefing/meeting
* Made available in hard copy from school administration upon request

## Related policies and resources

*Following related policies and resources found on school COMPASS system:*

* Parkville College Volunteer register
* Parkville College statement of values
* Parkville College Visitors policy
* Parkville College Statement of Commitment to Child Safety
* Parkville College Child Safety policy
* Parkville College Child Safety Code of Conduct

Department policies:

* [Equal Opportunity and Anti-Discrimination](https://www2.education.vic.gov.au/pal/equal-opportunity/policy-and-guidelines)
* [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
* [Privacy and Information Sharing](https://www2.education.vic.gov.au/pal/privacy-information-sharing/policy)
* [Records Management – School Records](https://www2.education.vic.gov.au/pal/records-management/policy)
* [Sexual Harassment](https://www2.education.vic.gov.au/pal/sexual-harassment/policy-and-guidelines)
* [Volunteers in Schools](https://www2.education.vic.gov.au/pal/volunteers/policy)

## Review cycle and Approval

This policy was last updated on June 2022 and is scheduled for review in June 2024.

Consultation on this policy is mandatory. Consultation has occurred with the following:

* FLC Students – June 2022
* School Council – October 2021