



Montmorency South Primary School

Together We Learn, Lead and Achieve

VOLUNTEERS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9439 6201.

PURPOSE

To outline the processes that Montmorency South 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 (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

Montmorency South is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Montmorency South Primary School recognises and values the contribution that volunteers provide to our school community and the work that they do especially in the Stephanie Alexander Kitchen Garden, classroom and extra-curricular programs.

The procedures set out below are designed to ensure that Montmorency South 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 do either of the following relevant to the purpose of volunteering:

- respond to notes/requests for parent helpers/volunteers sent by classroom teachers relating to classroom helper rosters or special events
- respond to requests for parent helpers/volunteers sent by event organising teachers (sports days, camps, excursions etc.) via Compass
- respond to requests for parent helpers/volunteers through newsletters or Compass newsfeed items - approach the school directly via classroom teachers, office staff
- contact the office to express interest

Suitability checks including Working with Children Checks

Working with students

Montmorency South values the many volunteers that assist in our classrooms/in the Stephanie Alexander Kitchen Garden program/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, Montmorency South 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 Montmorency South 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 at the sign in process 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

All parents or carers who visit our school during school hours, *for the purposes of kitchen duty or classroom support in their child's class* are required to sign in as a volunteer at the school office.

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. This might include but is not restricted to: maintenance, working bees, school council, participating in sub-committees of school council, special event coordination or 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, Montmorency South 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, Montmorency South 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 and Wellbeing Policy and our 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 (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students. Volunteer workers assisting with extra-curricular or classroom teaching and learning programs, are required to follow all reasonable requests and instructions as provided by the teacher in charge.

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 Montmorency South Primary School.

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 Montmorency South Primary School 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:

- 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](#)
- [Visitors Policy](#)
- [Student Wellbeing and Engagement](#)
- [Statement of Commitment to Child Safety/Child Safe Policy](#)
- [Child Safety Code of Conduct](#)
- [MSPS Code of Conduct](#)

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)

- [Workplace Bullying](#)

REVIEW CYCLE

Policy last reviewed	October 2023
Consultation	Education Committee and School Council
Approved by	Principal November 2023
Next scheduled review date	October 2025