



## **VOLUNTEER POLICY**

### **Brunswick South Primary School**

<b>Policy</b>	<b>Review Date</b>	<b>Responsible for</b>
<b>Implementation Date</b>	<b>2020</b>	<b>Review</b>
<b>May 2016</b>		

### **Purpose**

To maximise the number and diversity of volunteer school workers (volunteers) contributing to Brunswick South Primary School.

To encourage, support and recognize the vital contribution of volunteers to the school.

### **Definitions**

A volunteer is a person who engages in school work, without payment or other material reward at the request of Brunswick South Primary School.

'Direct contact' with children has been expanded to include oral, written or electronic communication as well as face-to-face and physical contact;

### **Compliance requirements – Working with Children Check**

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. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they engage in 'child related work'.

Parents/guardians of children at Brunswick South Primary School volunteering in an activity in which their child normally participates are exempt from the requirement to complete a Working with Children Check. Close family members (grandparents, aunts, uncles, older siblings) are also exempt from this requirement if they are working with the closely related child. *(This exception does not apply in relation to the school swimming program or camp program. A Working with Children Check is required when parents are supervising in the change rooms at the swimming centre or involved in the school camp program.)*

A parent, or immediate relative, who volunteers at their child's school as part of an activity that their child is participating in is not required by law to have a WWC Check.

All other volunteers who are working directly with children at Brunswick South Primary School, without supervision are required to complete a Working with Children Check with the Department of Justice, or provide proof they work in an occupation exempt from this requirement. A Working with Children Check is free of charge for volunteers.

## Compliance requirements – Other

Volunteer school 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.

If the property owned by, or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation.

This policy is consistent with the Working with Children Act and the Victorian Department of Education and Training's School Policy & Advisory Guide sections "Volunteer Workers", "Volunteer Checks" and "Visitors".

The Principal is responsible for:

- ensuring a minimum record of all visitors allowed into the school (including name, signature, the date and time, and the purpose of the visit) is kept in the event of an emergency or future investigation.
- ensuring any programs or content delivered by visitors (other than Special Religious Instruction) comply with the requirement that education in Victorian government schools is secular, and support and promote the principles and practice of Australian democracy.

## Policy points

Brunswick South Primary School will provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers, guardians, grandparents, and others.

Volunteers may be sought to assist with a range of tasks at Brunswick South Primary School, including (but not limited to):

- School council and subcommittees
- Preparing class materials, for example covering books
- The Arts Festival
- Other school fundraising events, for example trivia night, book fair, cake stalls)
- The Kitchen Garden
- Ciao Down Tuesdays
- The Library
- School working bees and maintenance
- Excursions and swimming lessons
- Parent communication and organisation, for example class carers
- The Brunswick South Primary School annual performance
- Specialist classes such as sport, art, performing arts
- Reading.

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.

Volunteers will be required to register at the administration office daily. Volunteers will be invited to use the staff room and facilities.

## **Recruiting and communication**

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 conversations.

Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.

A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.

## **Training**

Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.

## **Breaches**

Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

Breaches of the Working with Children Act may result in fines or imprisonment.

## **Related school policies**

Camps and excursions

Fundraising

Access to School Premises

## **Review**

This policy will be reviewed as part of the school's four year review cycle.