



Falls Creek Primary School

Volunteers Policy

Purpose of this policy

To maximise the effectiveness of volunteers whose contribution to our school is of great value and significance.

To provide volunteers with the support and recognition they deserve.

Definition of volunteer

A volunteer school worker is a person who without payment or reward voluntarily engages in:

- carrying out the functions of a school council
- any activity carried out for the welfare of the school by the school council, or at the request of the principal or school council
- providing any assistance in the work of the school
- attending meetings in relation to the school

Guidelines

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so, formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be provided with support, professional development or instruction as necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers assisting at school and with school camps and excursions are required to provide a satisfactory Working with Children check prior to their participation. If a volunteer's occupation exempts them from the requirement to have a WWC check, e.g. police officers and teachers, they must provide evidence to support their claim to an exemption. To minimise risk to students and improve the school's Child Safe practices, School Council has determined that parents who volunteer in activities in which their child is participating will **not** be exempt from obtaining a WWC Check.

The Volunteer Working with Children Check application form can be found at:

<http://www.workingwithchildren.vic.gov.au/>

- The Principal will induct volunteer workers using the [Volunteer Work OHS Induction Checklist](#), see Appendix B, prior to working on site and volunteers will be provided with details of the Emergency Management Plan and procedures.
- Individual or groups of volunteers will be thanked periodically in the newsletter, publicising their contributions to the school.
- Volunteers undertaking school work on behalf of, and with the approval of, the school council or principal are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work. Injuries to volunteers are to be reported on [eduSafe](#).
- If a volunteer school worker suffers damage to his or her property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances.

Responsibilities and Consequences

Responsibilities

Volunteers are required to carry out tasks in a manner consistent with school expectations and the Volunteer Code of Conduct. Volunteers are expected to:

- Perform their duties to the best of their ability and be accountable for their performance.
- Follow reasonable instructions given by staff.
- Comply with lawful directions.
- Work collaboratively with staff and other volunteers.
- Be courteous and respectful in dealing with staff, students, parents and members of the community. Rude or insulting behaviour, verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, swearing and physical abuse or intimidation is unacceptable.
- Maintain a professional relationship with the students. This includes the use of appropriate and respectful language when speaking with students, avoiding situations where they will be alone in an enclosed space with a student, treating students without favouritism, and not imposing physical punishment on a student. Volunteers must not develop a relationship with any student (other than their own child) that is, or that could be interpreted as having a personal rather than a professional interest in a student. Volunteers must not invite students to their home or visit students at their home unless they have the express permission of their parents or are doing so as a normal part of their parental relationship to their own child.
- Be aware of their duty of care to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.
- Act within Occupational Health and Safety guidelines to take care of their own health and safety whilst in a volunteer role.
- Refrain from smoking on school grounds; or use, possess or be under the influence of alcohol or illegal drugs at any time.

Volunteers must not disclose any personal or confidential information acquired in their role as a volunteer. Personal information includes enrolment and health information, and student progress, ability and behaviour information. Volunteers will be required to sign the Volunteer Code of Conduct and Confidentiality Agreement for School Volunteers at Appendix A.

Volunteers must not discriminate against, harass, or bully for any reason any staff member, contractor, other volunteer, student or parent. Volunteers must make themselves aware of the school's [Bullying and Harassment Policy](#).

Child Safe Standards

The school is committed to ensuring a safe environment in which all children are protected from abuse and neglect, consistent with the Child Safe Standards in the Victorian *Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015*, which amended the *Child Safety and Wellbeing Act 2005*.

School volunteers must make themselves aware of the school's [Child Safe Policy, Child Safe Code of Conduct and Child Safe Process for Responding to and Reporting Incidents](#).

Volunteers must report any concerns they may have about any employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you, to the Principal. This includes self-disclosure if the allegation involves the volunteer making the report. 'Reportable conduct' includes:

- Any sexual offence, or sexual misconduct, committed again, with, or in the presence of, a child (including a child pornography offence)
- Any assault, ill treatment or neglect of a child
- Any behaviour that causes psychological harm to a child, whether or not the child consents.

Consequences of breach of the Code of Conduct

The actions taken by the school may include disciplinary actions ranging from a warning to the termination of the volunteer role. The Principal will reserve the right to determine the response to any breach.

Links

School Policy and Advisory Guide links:

- [DET Volunteer Workers Policy](#)
- [DET Volunteer Checks Policy](#)
- [DET Volunteer Worker OHS Procedures](#)
- [DET Volunteer Worker OHS Induction Checklist](#)
- [DET Child Safe Standards](#)

Other [school policies](#) which are connected with this policy are:

- Child Safe Policy
- Child Safe Code of Conduct
- Child Safe Process for Responding to and Reporting Incidents
- Child Protection Reporting Policy
- Acceptable use for Digital Technology Policy
- Bullying and Harassment Policy
- Student Engagement & Inclusion policy
- Supervision and Duty of Care policy
- Privacy policy

Evaluation

This policy will be reviewed as part of the school's three year cycle or more often if necessary due to changes in legislation, policy or local circumstances.

Appendix A: Code of Conduct and Confidentiality Agreement for School Volunteers



Falls Creek Primary School

Code of Conduct and Confidentiality Agreement for School Volunteers

Falls Creek Primary School welcomes parent support in the classroom, on camps and excursions and at fundraising and extra-curricular activities.

Code of Conduct

Volunteers for Falls Creek Primary School are expected to:

- Perform their duties to the best of their ability and be accountable for their performance.
- Follow reasonable instructions given by staff.
- Comply with lawful directions.
- Work collaboratively with staff and other volunteers.
- Be courteous and respectful in dealing with staff, students, parents and members of the community. Rude or insulting behaviour, verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language, swearing and physical abuse or intimidation is unacceptable.
- Maintain a professional relationship with the students. This includes the use of appropriate and respectful language when speaking with students, avoiding situations where they will be alone in an enclosed space with a student, treating students without favouritism, and not imposing physical punishment on a student. Volunteers must not develop a relationship with any student (other than their own child) that is, or that could be interpreted as having a personal rather than a professional interest in a student. Volunteers must not invite students to their home or visit students at their home unless they have the express permission of their parents or are doing so as a normal part of their parental relationship to their own child.
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Confidentiality

In the course of volunteering at the school you may access personal information of students, staff and others in the community. There are legislative requirements that prescribe how an individual's personal information can be collected, used, disclosed, stored and accessed.

Personal information is any information that identifies an individual. It may be, but is not limited to, enrolment and health information, and information about student progress, ability and behaviour.

All personal information must be treated in a confidential manner. It should only be used for the purpose it was disclosed to you in your role as a volunteer.

Acknowledgement

I acknowledge that by signing this Code of Conduct and Confidentiality Agreement, I have read and understand the Falls Creek Primary School Volunteers Policy. I agree that I will abide by the Code of Conduct and that any information that I may have accessed in the course of volunteering with school activities, both in and out of the classroom, will be treated in a confidential manner. I agree that I will not disclose or discuss any such information.

Signature

Date

Appendix B: Volunteer Worker OHS Checklist

Workplace	FALLS CREEK PRIMARY SCHOOL	
Brief description of works		
General OHS Induction – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions.		Provided
DET OHS Policy		<input type="checkbox"/> Yes
DET OHS Consultation and Communication Policy		<input type="checkbox"/> Yes
Required conduct/behaviour		<input type="checkbox"/> Yes
Security access arrangements / Traffic Management Plan		<input type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Room/Kits		<input type="checkbox"/> Yes
Location of emergency evacuation plans for your area		<input type="checkbox"/> Yes
Location of Emergency Exits		<input type="checkbox"/> Yes
Introduction to workplace Wardens / Incident Controller		<input type="checkbox"/> Yes
Location of amenities		<input type="checkbox"/> Yes
Location of Chemical Register and associated Safety Data Sheets		<input type="checkbox"/> Yes
Information on hazard and incident reporting process		<input type="checkbox"/> Yes
Current School Asbestos Management Plan and Division 5 Audit Report		<input type="checkbox"/> Yes
Plant and equipment Safe Work Procedures & personal protective equipment <i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i>		<input type="checkbox"/> Yes
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment		<input type="checkbox"/> Yes

