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## VOLUNTEER POLICY

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APPROVED: March 2014  
REVIEWED DATE: 2015, 2018, 2019, 2021

### PURPOSE OF THE POLICY

We believe that voluntary workers can make a significant contribution to the School community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

### RESPONSIBILITY FOR MANAGEMENT OF THE POLICY

Senior Staff

### THE POLICY

At Leighland Christian School we will encourage and promote the use of volunteers in the School to assist staff and students and to further strengthen our partnerships with parents and the community.

### THE PROCEDURE

#### Definitions:

1. Parent Help
2. Volunteers

#### Conditions of Volunteering:

- Any volunteer actively engaged in a learning environment or school event must have registered their WWVP with the School.
- Due to active engagement, distractions to learning opportunities and the School's duty of care, volunteers are unable to be accompanied by dependents.

#### Categories:

##### Category 1 - Parent Help

Parent help is when a parent gives assistance in the classroom and works under the supervision and/or directive of the classroom teacher or organising teacher. Parent helpers are organised by the classroom teacher as part of a structured program.

##### Category 2 - Volunteers

Volunteers are members of the School community who volunteer their time to assist the School in a variety of ways that may involve working with students in a variety of roles as directed by the organising teacher, eg coaching a sporting team. Parent helpers will also be classed as volunteers if they are attending overnight excursions or excursions where they may be working with children unsupervised in a variety of roles as directed by the organising teacher, eg taking a small group to the museum etc.

The Volunteer Policy will need to be followed for Category 2 Volunteers including holding a Working with Vulnerable People card.

This process will need to be followed by all who fit into this category. The sole intention is to ensure the safety and protection of all students.

Volunteer activities include:

- Participating in excursions/camps
- Coaching sporting teams
- Helping students at special functions
- School Productions

#### **Volunteer Selection Procedures:**

Volunteers will be assessed for their suitability to work at the School by the Principal. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character and required WWVP check.

Volunteers will be required to attend an interview, complete induction training and sign both an agreement and confidential declaration form before they commence volunteer work.

Volunteers offering to assist in programs where students are involved will be asked to provide:

- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.
- Working With Vulnerable People card (WWVP card).

The Principal's decision is final in determining who is eligible to work as a volunteer at the School. Any applicant not accepted for volunteer work will be advised in writing.

#### **Sequence of Steps for Volunteers:**

1. Make informal contact with the School to ascertain school needs re volunteers.
2. Apply to the School providing background information, referee details, WWVP card and a signed confidential declaration.
3. Attend an interview.
4. Attend induction training.
5. Sign agreement form.

#### **The School's Responsibilities to Volunteers:**

- A staff member will be allocated to provide oversight to a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- If appropriate, volunteers will be provided with full induction training that will include:
  - Mandatory reporting.
  - Work Health & Safety & Welfare procedures.
  - Duty of Care responsibilities to students.
  - Confidentiality requirements.
  - Training specific to the area of volunteer work.

#### **Procedures for the Management of Volunteers:**

- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.

- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Teachers providing oversight will be available to discuss volunteers' concerns as they arise.

### **Volunteers' Responsibilities:**

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- For volunteers, respecting the rights of children means they must not:
  - work outside of the organising teacher's instructions when with students.
  - be responsible for toileting students or assisting with change rooms/sickrooms, unless there is written consent provided by the student's parent or guardian on the grounds of a student's disability.
  - engage in grooming behaviours eg encourage affection from or dependency in students; giving presents, or giving preferential attention to individual students.
  - have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student).
  - display bullying or intimidating behaviours towards students.

### **Volunteers must:**

- Refer all student concerns or behaviour issues to the organising teacher.
- Comply with all relevant policies, procedures and guidelines.
- Refer all requests to access school files to the organising teacher.
- Sign in on the online sign in system at reception on arrival and departure.
- Be confidential in all matters relating to students.
- Wear the provided name badge at all times and ensure that attire is suitable to the task and environment.
- Notify the School as early as possible if they are unable to fulfil their volunteer commitment.
- Always act in a safe manner and not place themselves or others at risk of harm.

### **Cancellation of Agreement:**

When concerns arise about a volunteer, an opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- has no suitable work available.
- fails to follow requirements outlined in the Volunteer Policy and elaborated through the induction training.
- behaves towards students, parents or staff in a manner deemed inappropriate or improper.
- repeatedly fails to meet commitments without notice to the School.

### **EFFECTIVENESS OF POLICY**

The Principals of both Campuses will monitor compliance with this Policy.

### **ASSOCIATED POLICY AND PROCEDURE DOCUMENTS**

Code of Conduct  
 WH&S Policy  
 Staff dress code  
 Working at Leighland  
 Faith Basis & Lifestyle Values  
 Privacy Policy



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## VOLUNTEER AGREEMENT

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As a volunteer at Leighland Christian School I agree to:

1. Work as a volunteer in the area/s of \_\_\_\_\_
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the School.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the School. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the Volunteer Policy.

As a volunteer:

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, Work Health & Safety & welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.
7. I understand that Leighland Christian School reserves the right to terminate my volunteer role as required.
8. I have disclosed to the school any pre-existing health conditions that may affect my ability to perform this volunteer role.
9. As a volunteer, you acknowledge that all school sites and all associated activities are drug, alcohol and smoke free.

### **VOLUNTEER**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### **PRINCIPAL (OR DELEGATE)**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_



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## SUPERVISING TEACHER CHECK-LIST

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*Induction Checklist:*

- Volunteer Agreement Signed*
- Working with Children Card (colour copy) attached*
- Working at Leighland document read and agreed to*
- Mandatory reporting*
- Workplace Health & Safety*
- Environment (map, toilets, staffroom)*
- Evacuation Procedures*
- Duty of Care responsibilities to students*
- Confidentiality Agreement signed*
- Specific training to area of volunteer work*