

EDENHOPE COLLEGE VOLUNTEERS POLICY/PROCEEDURE

PURPOSE

To outline the processes that Edenhope F - 12 College 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.

IMPLEMENTATION:

- Volunteers are welcome at Edenhope College, but need to comply with this policy.
- A Working With Children Check (WWCC), is mandatory for all non-teaching based school employees and volunteers. The WWCC is valid for up to five years, however it is monitored annually. WWCC will be required for one off or intermittent volunteering and where a volunteer is working in the classroom (under the supervision of the teacher) of their own child/children. Volunteers involved in a reading program for example, would be required to have a WWCC.
- Volunteers will be required to present their WWCC at the administration office before volunteering. After initial registration, volunteers need to sign in at the administration office on days they are helping at the school. They will be supplied with visitors badge whilst in the school.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Parents attending activities with any level student contact such as camps are required to have a WWCC irrespective of whether their own child is a participant.
- Volunteers who are in charge of an individual or group of students at any time are required to hold and present to the school a current WWCC PRIOR to any contact with students.

PROCEDURAL INFORMATION

- Volunteers will be invited to use the staff room and facilities.
- Volunteers will be provided with an appropriate induction as well as any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- 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.
- Volunteer WWCC will be kept on file within the school. The results of all WWCCs are strictly confidential.
- An electronic database of all WWCC relevant to Edenhope College will be reviewed and updated annually.

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. For example, volunteering on the weekend for gardening, maintenance, working bees,

parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

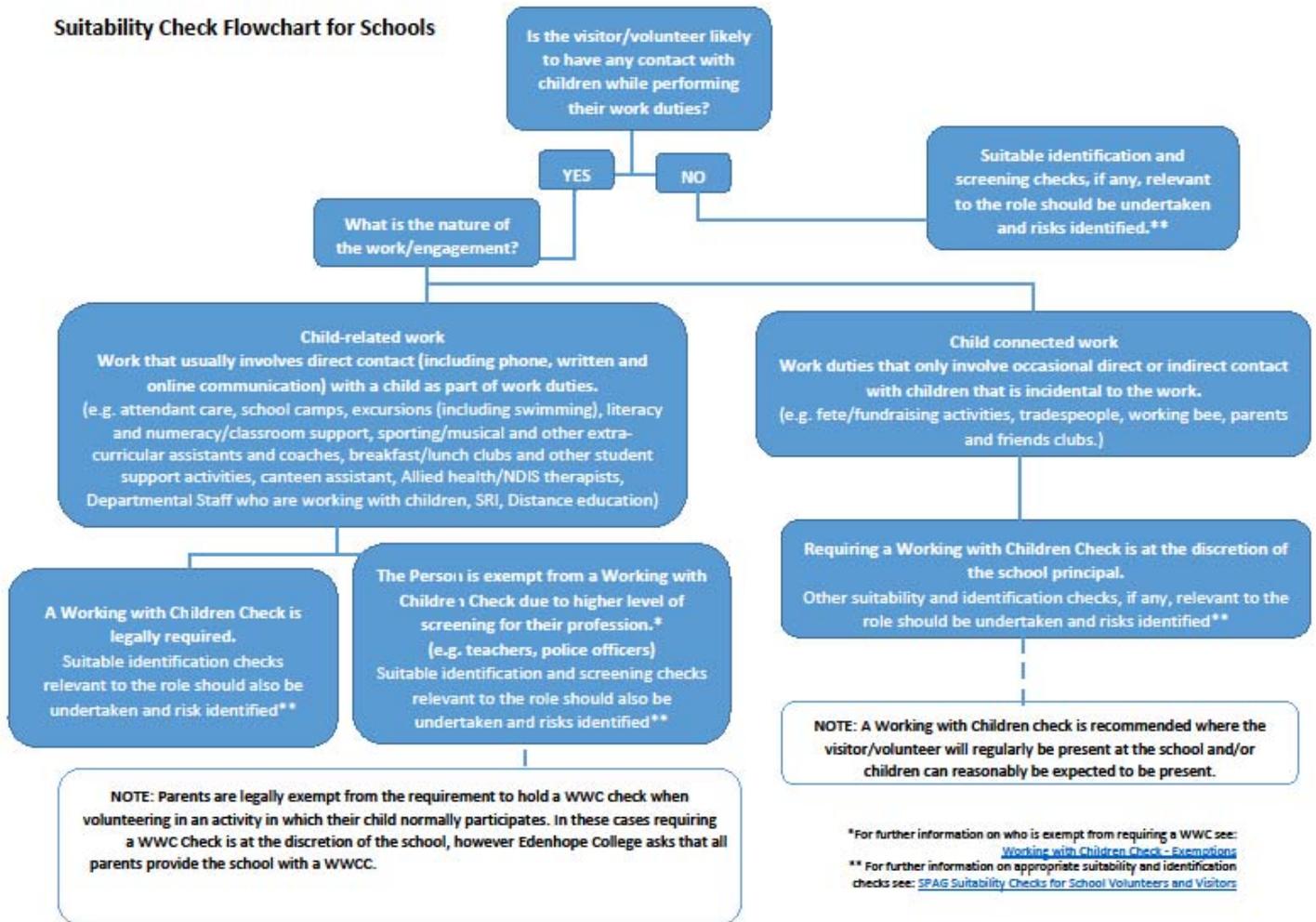
- School council members and volunteers on any sub-committee of school council will be asked to provide a valid WWC Check. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the school council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Check.
- *The Principal, as the Executive Officer of School Council, has the authority to require volunteers to undergo a WWC Check and/or irrespective of whether the person is exempt from the Education and Training Reform Act 2006.*

Edenhope College acknowledges that a Working with Children Check (WWCC), are valid for up to five years. These checks are an important part of the screening process but do not assess someone's suitability to work with children in a particular role. Edenhope College further acknowledges that an over-reliance on WWCC or failure to properly check references may result in a failure to protect children and schools. As such, all care will be taken and due diligence will be applied to all areas of the recruitment of volunteers.

EVALUATION:

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

Suitability Check Flowchart for Schools



NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school, however Edenhope College asks that all parents provide the school with a WWC.

*For further information on who is exempt from requiring a WWC see: [Working with Children Check - Exemptions](#)
** For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)