

Volunteer Management Policy

Policy Audience: School Volunteers and Staff



1.0 Purpose

The Kilvington Community has always been close-knit and family-friendly, with Community being one of the Four Pillars of a Kilvington Education.

We take pride in our committed volunteer community and very much appreciate the contributions all our volunteers make.

This Policy is intended to ensure that volunteers engaging within Kilvington Grammar School (the School) have work that is safe, significant, fulfilling and appreciated. We recognise the value of volunteers in contributing to the School community by giving their time and sharing their skills and expertise with others.

A Volunteer is someone who works without payment or financial reward for the School. Volunteers may be family members of students, or from the wider School or local community. Volunteers are not "school staff" for the purposes of Ministerial Order 1359.

Volunteers may have a wide range of interests, skills and abilities that are able to complement our programs, thus giving a wider range of interactions and experiences to our students.

It is our policy to:

- Welcome the involvement of community members to provide assistance within the School.
- Provide all volunteers with a safe working environment.
- Publicise volunteer opportunities throughout the wider school community, so as to provide all interested people with the opportunity to volunteer.
- Ensure that the contribution of volunteers aligns with the School's vision and mission.
- Provide appropriate support and/or instruction to volunteers to help them carry out their tasks at the School.
- Meet the requirements of all relevant legislation, particularly legislation that pertains to matters of workplace safety and child protection.
- Publicly recognise the contribution of volunteers within the School.

2.0 Role of a Volunteer

A volunteer is a person who works without payment or financial reward for Kilvington Grammar School.

Volunteers make a considerable contribution to the School community by giving their time and sharing their skills and expertise with others. Examples of volunteer work within the School include:

- Parents and Friends Association (PFA) Office Bearers.
- Social Class Representatives.
- Assisting with productions, musicals and whole school events such as Mothers/Father's Day Breakfasts and Community Fair.
- Junior School reading and assisting with excursions.

3.0 Procedures for Working with Volunteers

When considering the role of volunteers in the School, Kilvington Grammar School considers both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students and staff.

Given the potential risks associated with volunteers, the School has developed the Community Engagement Agreement which in no way locks in a volunteer's time or commitment but is simply a way for the School to communicate and manage its legislative obligations.

Teachers and staff are required to be familiar with the nature of volunteer activities and must not offer or permit volunteer opportunities without following strict procedures.

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Prior to commencement of volunteer work, all approved Volunteer Community Members are required to:

- Provide a valid Working with Children Check (WWCC) as required by the Working with Children Act 2005 (Vic.)
- Visit the School's Parent Portal via KCEE and register their interest via the Community Engagement page of the Parent Portal. This page has been designed so the School can manage their volunteer legislative obligations and to better communicate the School Child Safety Program and OHS Policies.
- Undergo induction training where necessary.
- Be assigned a supervising staff member who will be available to discuss volunteer concerns as they arise.

During a volunteer activity, Volunteer Community Members are required to:

- Sign into the School and wear the appropriate badge at all times, and upon leaving, return the badge and sign out of the School.
- Carry out tasks in a manner consistent with School expectations, including the maintenance of a professional, cooperative and confidential working environment.
- Take reasonable care for their own health and safety, and ensure they don't adversely affect the health and safety of others.
- Carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake.
- Cooperate with the reasonable policies, procedures and instructions given by the School.
- Refer all student concerns or behavioural issues to the School.
- Report all workplace safety incidents or injuries to the School.

3.1 Volunteer Management Process

Before an event, excursion or camp involving a volunteer or group of volunteer takes place, the staff member in charge must complete the Volunteer Engagement Process Form. This form is located on KCEE.

For any school event involving volunteers, the School will undertake a child safety risk assessment. This child safety risk assessment process will enable the School to consider the child safety risks relevant to the volunteer's role in that event.

If the risk assessment determines that the level of child safety risk deems it to be reasonable and appropriate, the School will collect and record the following information regarding the volunteer:

- Proof of personal identity; and
- Information about any essential or relevant professional or other qualifications; and
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children at our school.

Any information collected and recorded will be done in accordance with the requirements prescribed by the Retention and Disposal Authority for Records of Schools and in line with the School's Privacy Policy.

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4.0 Child Safety

Kilvington Grammar School encourages all members of the School community to obtain a Working with Children's Clearance card and require all volunteers to have proof of a valid WWCC. This must be registered with the School's Risk and Compliance Manager.

All Volunteers at the School are responsible for contributing to the safety and protection of students in the school environment. To meet these obligations all Volunteers must comply with our Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Direct Contact Volunteers and, if required by the School, other Volunteers must:

- Participate in child safety and wellbeing induction and ongoing training provided by the School.
- Be aware of key indicators of child abuse and other harm.
- Understand their legal obligations with respect to the reporting of child abuse and other harm.
- Raise all child safety concerns with one of the School's Child Safety Officers.

5.0 Personal Accident Insurance Arrangements for Volunteers

Volunteer Community Members within Kilvington Grammar School are covered under the School's Baptist Insurance Services Insurance Program which covers a School volunteer in accordance with the Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3.

6.0 Protection of Volunteer Community Members from Liability

Under Section 37 of the *Wrongs Act 1958 (Vic)*, a volunteer is not liable in any civil proceeding for anything done, or not done, in good faith by them. Where a volunteer is identified as breaching this Policy, the Principal will be notified immediately.

7.0 Kilvington Staff Responsibilities

All staff are responsible to:

- Follow the guidelines as set out in this Policy.
- Not permit a Volunteer Community Member to perform volunteer activities unless the volunteer has been approved in accordance with the procedures set out in this Policy.
- Provide induction training to Volunteer Community Members where requested to do so.
- Properly supervise any Volunteer Community Members where they have been nominated as the supervising staff member.
- Immediately report any matters of concern relating to volunteers.

8.0 References

- Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013
- Working with Children Act 2005 (VIC)
- Wrongs Act 1958 – section 37(1)

9.0 Related School Policies, Procedures and Processes

- Anti - Bullying and Harassment Policy
- Camps and Outdoor Education Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct

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- Community Engagement Agreement
 - Complaints Resolution Policy (Parents/Guardians and Students)
 - Excursions and Incursions Policy
 - Kilvington Grammar School Child Safety Incident Report Form
 - Kilvington Grammar School Student Sexual Offending Form
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- Staff Alcohol and Illicit Drug Policy
 - Visitors Policy and Procedures

10.0 Evaluation

Policy reviewed August 2023

Approved: Executive

Review every 5 years.