



WOODLEIGH  
VOLUNTEER  
MANAGEMENT  
POLICY

WOODLEIGHschool



# VOLUNTEER MANAGEMENT – WOODLEIGH SCHOOL'S POLICY

WOODLEIGH SCHOOL RECOGNISES THE VALUE OF VOLUNTEERS IN CONTRIBUTING TO THE SCHOOL COMMUNITY BY GIVING THEIR TIME AND SHARING THEIR SKILLS AND EXPERTISE WITH OTHERS. 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 in providing 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; and
- Publicly recognise the contribution of volunteers within the school.

## VOLUNTEERS & VOLUNTEER ACTIVITIES

A volunteer is a person who works without payment or financial reward for Woodleigh 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:

- Board of Directors membership;
- Coaching and managing sporting teams;
- Assisting with theatre and musical productions;
- Canteen/barbeque duty;
- Reading and learning support;
- Assisting on excursions and overnight camps;
- Assisting with school events and functions; and
- Traffic safety attendants.

Volunteers may be members of the parent/grandparent body, from the wider school or local community. When considering the role of volunteers in the school we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students.

## TYPES OF VOLUNTEER ACTIVITIES

Given the potential diversity of volunteer activities as well as the risks associated with these activities we categorise volunteers as either "Direct Contact Volunteers" or "Extended Direct Contact Volunteers" or "Indirect Contact Volunteers".

Ultimately it is the responsibility of the Principal as to how a particular volunteer activity is categorised.

The distinction between the types of volunteer activities is important as it determines the level of screening, induction and supervision that is required to be undertaken by the school.

## DIRECT CONTACT VOLUNTEERS

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service.

Examples of Direct Contact Volunteer activities may include volunteers involved in assisting in learning activities.

## EXTENDED DIRECT CONTACT VOLUNTEERS

Extended Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have regular direct unsupervised contact with students during the normal course of providing the volunteer service over an extended period.

Examples of Extended Direct Contact Volunteer activities may include volunteers involved in school camps or coaching sporting teams.

## INDIRECT CONTACT VOLUNTEERS

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students. Indirect Contact Volunteers are not responsible for supervising students and would not have “unsupervised” contact with students during the normal course of providing the volunteer service.

Examples of Indirect Contact Volunteer activities may include assisting with school functions or fundraising barbecues.

## WORKING WITH CHILDREN CHECKS

Notwithstanding the school’s determination of whether a particular volunteer activity is a “Direct Contact Activity” or an “Indirect Contact Activity”, in certain circumstances volunteers (including parent volunteers) are required by law to undergo Working with Children Checks.

For more details as to the requirement for volunteers to undergo Working with Children Checks, refer to our policy Child Protection – Working with Children Checks.

## GENERAL GUIDELINES FOR ALL VOLUNTEERS

### VOLUNTEERS ARE REQUIRED TO:

- 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;
- Notify the school as early as possible if they are unable to fulfill their volunteer commitment; and
- Report all workplace safety incidents or injuries to the school.

### VOLUNTEERS MUST NOT:

- Work unsupervised with students unless they have been screened in accordance with the procedures for dealing with Direct Contact Volunteers set out below;
- Be involved in toileting students or assisting with change rooms/sick rooms;
- Encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or
- Display bullying or intimidating behaviours towards students.

## PROCEDURES FOR DEALING WITH INDIRECT CONTACT VOLUNTEERS

Given that Indirect Contact Volunteer Activities (such as those assisting at a school function) are often arranged informally through teachers, class parents or team managers it is not practical to provide these volunteers with a detailed induction.

To minimise risks associated with activities undertaken by Indirect Contact Volunteers, the school:

- Publishes a Code of Conduct for Volunteers on the school’s website and promotes the code through the school’s parent newsletters;
- Provides supervision and instruction for any activities that are not considered to present a low safety hazard.

## PROCEDURES FOR DEALING WITH DIRECT CONTACT VOLUNTEERS AND EXTENDED DIRECT CONTACT VOLUNTEERS

Given the potential risks associated with Direct Contact Volunteers the school has developed the following procedures:

- Teachers and staff are required to be familiar with the nature of Direct Contact Volunteer Activities and must not offer or permit volunteer opportunities without following these procedures;
- The school screens all Extended Direct Contact Volunteers by:
  - Requesting appropriate background information, including details of relevant skills and experience where necessary;
  - Verifying the information provided including undertaking reference/referee checks; and
  - Conducting Working with Children Checks as required by the Working with Children Act 2005 (VIC).

- Prior to commencement of volunteer work all approved Direct Contact Volunteers and Extended Direct Contact Volunteers are required to:
  - Sign a copy of the school's Volunteer Agreement which incorporates the school's Code of Conduct for Volunteers;
  - Provide a copy of their Working with Children's Check;
  - Undergo induction training; and
  - Be assigned a supervising teacher who will be available to discuss volunteer concerns as they arise.
- The school may terminate the volunteer's work at any time without notice.
- Publication of information in relation to volunteer activities including the Code of Conduct for Volunteers;
- Direct Contact Volunteer Agreements, induction training, supervision;
- Effective complaints handling procedures;
- Effective incident notification procedures; and
- Initiation of corrective actions where necessary.

### DISCIPLINE FOR BREACH OF POLICY

Where a staff member breaches this policy Woodleigh School may take disciplinary action, including in the case of serious breaches, summary dismissal.

Where a volunteer breaches the Volunteer's Code of Conduct or Volunteer's Agreement, the school may ban the individual concerned from engaging in further volunteer activity on behalf of the school.

### RECORD KEEPING

The school shall at minimum maintain the following records:

- A copy of the background information provided by the Extended Direct Contact Volunteer including details of reference checks completed by the school;
- A copy of the Volunteer Agreement;
- A copy of the volunteer's Working With Children Check (if applicable);
- The name of the volunteer's supervising teacher;
- A copy of the supervising teacher's performance reviews;
- A copy of any complaints that have been raised against the volunteer; and
- The work undertaken by the volunteer including details of any unscheduled activities and off-site excursions.

### INSURANCE ARRANGEMENTS FOR VOLUNTEERS

Woodleigh has Personal Accident Insurance Cover in place for Volunteers.

### STAFF RESPONSIBILITY

All staff are responsible to:

- Follow the guidelines as set out in this policy;
- Not permit a Direct Contact Volunteer or Extended Direct Contact Volunteer to perform volunteer activities unless the volunteer has been approved in accordance with the procedures set out in this policy;
- Provide induction training to Direct Contact Volunteers or Extended Direct Contact Volunteers where requested to do so; and
- Immediately report any matters of concern relating to volunteers.

### IMPLEMENTATION

This policy is implemented through a combination of:

- Staff training;

