




Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9663 6502.

	Carlton Gardens Primary School VOLUNTEERS POLICY	Authorisation 2025 Review 2027
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Purpose:

To outline the processes that Carlton Gardens Primary School 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.

Definitions:

Child-connected work: work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

Child-related work: As defined by the *Worker Screening Act 2020 (Vic)*, child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Policy:

Carlton Gardens PS is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Carlton Gardens PS acknowledges the importance of volunteers from our school community. We recognise and appreciate the valuable contribution they provide our school and the hard work they do. The procedures set out below are designed to ensure that Carlton Gardens PS volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer must complete a 'CGPS Volunteer Agreement', which is included in our 'CGPS Volunteer Induction Pack'.

Carlton Gardens will communicate the process for becoming a volunteer via Compass at the beginning of each year as well as . However please do not hesitate to contact our office if you would like this information at a different time. All volunteers are greatly appreciated.

Suitability checks including Working with Children Clearances

Working with students

Carlton Gardens PS values the many volunteers that assist in our classrooms, with sports events, excursions and other events or programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Carlton Gardens PS is required to undertake suitability checks which in all cases will involve asking for evidence of a Working with Children (WWC) Clearance. The process for providing the school with this information, along with other school-based child safe requirements, are all included in the 'CGPS Volunteer Agreement'.

Considering our legal obligations, and our commitment to ensuring that Carlton Gardens is a child safe environment, we will require volunteers to submit a signed copy of the 'CGPS Volunteer Agreement'. By signing and submitting the agreement, CGPS will assume that volunteers have read the relevant school policies, watched the child safe video and applied for a WWC Clearance. While volunteers at CGPS will only need to sign the school agreement once, they will need to sign in at the office and produce a valid WWC card for verification everytime they volunteer. This includes the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related which children will not be, or would not reasonably be expected to be, present, e.g. gardening on weekends, working bees, fundraising groups that meet in the evening. Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Carlton Gardens PS reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. 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 Clearance.

Training and Induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing. To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must complete all the steps in the 'CGPS Volunteer Induction Pack', this includes signing the 'CGPS Volunteer Agreement'. This agreement, when signed, will indicate that volunteers have watched our child safety video, have read the relevant school policies and have a WWC Clearance. Depending on the nature and responsibilities of their role, Carlton Gardens PS may also require volunteers to complete additional child safety training.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to complete all steps in our Volunteer Induction pack, which includes signing the 'CGPS Volunteer Agreement'. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students. The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Carlton Gardens PS

Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) (see school website) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- Support the student's education, wellbeing and health.
- Reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors.
- Make reasonable adjustments to accommodate the student's disability.
- Provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school, such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: [Child Safety Responding and Reporting Obligations Policy and Procedures](#).

Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to the office staff to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#) .

Compensation

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- A claim for bodily injury to a third party
- Damage to or the destruction of a third party's property.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included as a link in all invitations to prospective volunteers along with our 'CGPS Volunteer Induction Pack'

Further Information and Resources:

Carlton Gardens Primary School's resources relevant to this policy include the below and can be found on the school's website:

- CGPS Volunteer Agreement
- CGPS Privacy policy
- Child Safety and Wellbeing policy
- Child Safety Code of Conduct
- CGPS Volunteer policy
- Child Safety Responding and Reporting Obligations policy and procedures

Department policies relevant to this policy include:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

Policy review and approval

Policy last reviewed	August 2024
Consultation	School Leadership
Approved by	Nathan Gage - Principal
Next scheduled review date	2027