



HR013	Volunteer Policy
<b>Purpose</b>	To outline the duties and responsibilities of volunteers within the John Calvin School Albany as well as the duty of care of the JCSA towards volunteers.
<b>Authority</b>	Section Four (4) of the Volunteers (Protection from Liability) Act 2002
<b>Policy</b>	All volunteers involved within the JCSA organisation are to receive an induction and, where required, are to be screened.
<b>Delegation</b>	Principals, Volunteer Coordinator
<b>Related Policies</b>	Child Protection (CP001) Staff & Volunteers Screening (CP005) Harmful Substance (H003) Mental Health, Suicide and Non-Suicidal Self-Injury (H006) First Aid (H008) Administration of Medicine (H011) Sexual Harassment (HR007) Camp and Excursion (I002) Emergency, Crisis & Critical Incidents (PC005) Student Supervision (R002)
<b>Date approved</b>	September 2015, November 2019
<b>Next Review Due</b>	October 2021
<b>Review Authority</b>	School Committee
<b>Keywords</b>	Working With Children Check (WWCC); community work; voluntary work; volunteers;
<b>Authorised by:</b>	
<b>Board Chairman</b>	
<b>Date:</b>	
<b>Author/Reviewer:</b>	Aniek Olde – August 2019

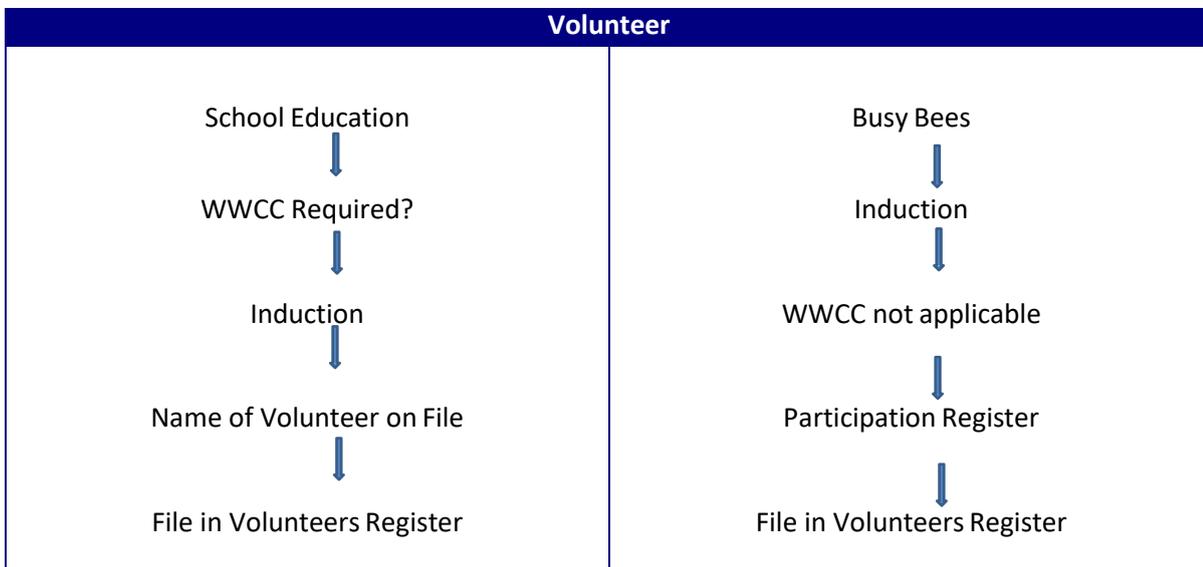


# HR013 Volunteer Policy Procedure

## 1. Introduction

The John Calvin School has been blessed with very committed parents, many of whom volunteer and assist in many activities related to the John Calvin School. This procedure does not intend to limit the commitment of the many parents towards activities and goals of the John Calvin School.

The following table outlines the required steps in the procedures:



## 2. Definition

According to Section Four (4) of the *Volunteers (Protection from Liability) Act 2002* and for the purposes of this document, a **volunteer** is defined as a person who does community work on a voluntary basis and:

- (a) Receives **no** remuneration for doing that work other than —
  - (i) Remuneration that the person would receive whether or not the person did that work; or
  - (ii) Reimbursement of reasonable expenses incurred by the person in doing that work; or
- (b) Receives remuneration that is not greater than the amount, if any, prescribed by the regulations.

## 3. Obligations of Schools

Under the Working with Children 2005 Act, schools are to:

- Ensure that all volunteers who are required to, have applied for a Working with Children Check (WWCC).
- File the copy of a new cardholder’s card as sent by the Department of Communities - Child Protection and Family Support (DCCPFS).
- Develop human relations and workplace procedures in the event the DCCPFS issues one of the volunteers with an Interim Negative Notice or Negative Notice.

In addition, JCSA will :

- Provide induction training that will include:



- Occupational Health, Safety & Welfare procedures as applicable
  - Duty of Care responsibilities to students
  - Confidentiality requirements
  - Training specific to the area of volunteer work if required (see **APPENDIX 1** as a guide).
  - Staff Code of Conduct
- Match volunteers with work that is suitable to their skills, interests, time commitments and health status.
  - Ensure that supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

#### **4. Record Keeping**

Schools must maintain records of volunteers:

- Names and contact details.
- Copies of the Working With Children Check confirmation letter – if the School was the co-signing body.
- A brief description of the roles taken and the dates of the events.

For out of school hours events, schools are to maintain a participants' register.

#### **5. Liability and Insurance**

The Volunteers (Protection from Liability) Act 2002 functions:

- **to protect certain volunteers from incurring civil liability when doing community work on a voluntary basis;**
- to provide that community organisations that organise community work to be done by volunteers may incur the civil liability from which the volunteers are protected when doing that work;
- to protect persons who donate food or grocery products from incurring civil liability for personal injury resulting from the consumption of that food or the use of those grocery products.

The JCS has "Volunteer Insurance" which covers the volunteer for a number of events. For further details see the Principal.

#### **6. Volunteer Induction and Screening**

##### **Education Related:**

Volunteers involved in child-related work with students for more than five (5) days in one year are required to undergo a Working with Children Check and/or possess a current "Assessment Notice".

The following are some exemptions:

- Volunteers and students on unpaid placement who are under 18 years
- Parents volunteering in connection with their child, except if volunteering on overnight camps, for example a parent volunteering at a school where their child is enrolled is exempt (even if their child is not in the class they are volunteering)



- Short term visitors to Western Australia carrying out child-related work during the period of two weeks after their arrival in Western Australia, and for no more than two weeks in any period of 12 months.

Details of the Working with Children regulations are available through the Department of Communities - Child Protection and Family Support and WWCC website:

<https://workingwithchildren.wa.gov.au/>

<https://www.dcp.wa.gov.au/Pages/Home.aspx>

A volunteer is to advise the principal should a matter arise that would affect their application for a Working with Children Check.

Schools may also wish to pursue other forms of screening, including Federal Police Checks, depending upon the perceived role and duties of the volunteers.

#### **Busy Bees:**

The Principal/Volunteer Coordinator is to ensure that volunteers have been instructed before, during, and after busy bees and work fests in accordance with:

- Occupational Health, Safety & Welfare procedures
- Duty of Care responsibilities to students.

## **7. Obligations of Volunteers**

In a school, a volunteer's most important responsibility relates to his/her duty of care to children. Volunteers should not:

- Work unsupervised with students
- Encourage affection from or dependency in students, for example, by giving presents
- Display bullying or intimidating behaviours towards students.

Volunteers are to:

- Refer all student concerns or behaviour issues to their supervising teacher
- Wear any provided name badge at all times.
- Abide by the JCSA Code of Conduct

Volunteers are to:

- Be reliable
- Respect confidentiality and privacy
- Carry out specific duties agreed to
- Be accountable for the tasks given
- Be willing to undertake training as required
- Recognise their own limitations and show a willingness to ask for help and support when needed
- Be supportive of other volunteers and work as part of a team
- Adhere to all relevant school policies and procedures
- Provide adequate notice before leaving the organisation.



## Appendix 1

## Volunteer Induction Checklist

### Prior to commencement

1. Confirm that the volunteer fully understands the role and the obligations (section 7 above), expectations and protocols (for example- cooperation and collaboration, use of first name, dress code, codes of behaviour) associated with that role.
2. Consider provision of a mentor for the new volunteer to provide support.
3. Inform staff and students, if required, of the volunteer's starting date and duties.
4. Familiarise the volunteer with the school campus if required.
5. Discuss emergency procedures; identify emergency exits and assembly areas.
6. Discuss the Code of Conduct and give a copy to the volunteer. The volunteer is to sign the acknowledgement.
7. If required, explain how to use the school intranet/extranet, email address book, school telephone and photocopier, as well as protocols governing the same.
8. Explain Disputes & Complaints Policy and procedure.





**Appendix 3 Volunteer Checklist for Busy Bees**



**VOLUNTEERS CHECKLIST  
FOR BUSY BEES  
to be completed by Busy Bee Coordinator**

1. Have the Occupational Health & Safety procedures as relevant to the Busy Bee been explained? (Policy Proc004)	YES / NO
5. Has the Busy Bee been completed?	YES / NO
6. Any incidents / accidents to report?	YES / NO

If yes, please report here:


**Signatures:**

_____	_____
<b>Person In Charge</b>	<b>Principal</b>
_____	_____
<b>Date</b>	<b>Date</b>



## Appendix 4 Volunteer Checklist for Education Related Events



### VOLUNTEERS CHECKLIST - EDUCATION RELATED to be completed by volunteer

<b>Working with Children Check:</b>	
<p>Working with Children Check needed? The following exclusions apply:</p> <ul style="list-style-type: none"> <li>- Not needed if volunteering for less than 5 days</li> <li>- Not needed if under 18 years of age</li> <li>- Not needed for parents volunteering in activities in which their child is involved, <b>UNLESS</b> they attend an overnight camp.</li> <li>- Not needed for short-term visitors to WA who volunteer services for 2 week or less in a 1-year period.</li> </ul>	<b>Needed?</b> YES / NO
I declare that I have a Working With Children Check (if needed)	YES / NO
I declare that I do not have any criminal convictions, circumstances or reasons that might preclude my working with or near children.	YES / NO
<b>Obligations of Volunteers:</b>	
I declare that I am aware of my "Duty of Care" towards the children I am working with. This means that I will not work unsupervised with students, encourage dependency or affection in students, and display bullying or intimidating behaviours towards students.	YES / NO
I declare that I will refer all student concerns or behaviours to the supervising teacher.	YES / NO
I declare that I will not pass on any confidential information that I may come across during my volunteering activities.	YES / NO
<b>Induction:</b>	
I declare that I have received an induction from a staff member in relation to my voluntary work.	YES / NO
<b>Code of Conduct:</b>	
I declare that I have read and signed the Code of Conduct?	YES / NO
<b>Signatures:</b>	
Volunteer	Co-ordinating Teacher
Date	Date