



HR013	Volunteer Policy
Purpose	To outline the duties and responsibilities of volunteers within John Calvin School Albany as well as the duty of care of JCSA towards volunteers.
Authority	Section Four (4) of the Volunteers (Protection from Liability) Act 2002 Working with Children Act 2004
National Principles for Child Safe Organisations	Principle: 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Policy	All volunteers involved within the JCSA organisation are to receive an induction and, where required, are to be screened.
Delegation	Principals, Volunteer Coordinator
Related Policies	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)
Date approved	Sept 2024
Next Review Due	Sept 2027
Review Authority	School Committee
Keywords	Working With Children Check (WWCC); community work; voluntary work; volunteers; mandatory reporting
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer:	C Brearley – August 2024



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
1	Sep 2015		
2	Nov 2019		
3	Sept 2024	Added Version Management table, NPCSO, reference to Christian ethos. mandatory reporting training, remove busy bee section. Modify appendix 2.	C Brearley



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. Where possible, volunteers will be sought who share the schools Reformed Christian ethos, which typically means they are members of the Free Reformed Churches.

The following steps outline the onboarding procedure **before** a volunteer commences work:

- Obtain Working with Children Check (if required) or provide details of current check.
- Complete induction with coordinating teacher.
- Complete online mandatory reporting training (required for regular volunteers) and submit completion certificate to volunteer coordinator.
 - Link to online course: [MRT public course \(communities.wa.gov.au\)](https://mrt-public-course(communities.wa.gov.au))
- Read and sign volunteers checklist (**Appendix 2**), and code of conduct.
- Volunteer coordinator records personal details in volunteers register.

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 2004 Act, the school will:

- Ensure that all volunteers who are required to, have a Working with Children check (WWCC).
- File a copy of the volunteers WWCC card or confirmation letter.
- Ensure volunteers who have been issued with a Negative Notice or interim negative notice do not undertake child-related work, even if directly supervised.

To ensure that the school is notified of a negative notice, the school must register the card holder through the WWCC website, if it is not a signatory to the initial WWCC application.

Under registration standard 10.5 the school will:

- Ensure regular volunteers complete annual training regarding mandatory reporting of child sexual abuse.



A regular volunteers is defined as one who attends the school or school-related activity at regular periodic intervals during a school year or one who is frequently called upon to assist in diverse capacities.

In addition, JCSA will:

- Provide induction training that will include:
 - Work Health & Safety 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.
- Copy of volunteers WWCC card or current assessment notice.
- Tracking of WWCC card expiry dates to ensure checks are current.
- A brief description of the roles.
- Details of any mandatory reporting training completed.
- For out of school hours events such as overnight camps, the school maintains a register of volunteers attending.

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.

JCSA has public liability and voluntary workers personal accident insurance.



6. Volunteer Induction and Screening

Volunteers involved in child-related work with students for more than five (5) days in one calendar 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 of a child who is enrolled at the school, except if volunteering on overnight camps.
- 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 - WWCC website:

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

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

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

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. Concerns regarding student safety, including abuse of any kind, should be reported to the teacher.
8. If required, explain how to use the school intranet/internet, email address book, school telephone and photocopier, as well as protocols governing the same.
9. Explain Disputes & Complaints Policy and procedure.



Appendix 2

Volunteer Checklist

Document saved separately