



## VOLUNTEERS POLICY

### Definition:

- Volunteer school worker means a person whom without remuneration or reward voluntarily participates in school activities.

### Rationale:

- Volunteers add significantly to the human resources available to the school. Consequently volunteers deserve encouragement, effective management, support and recognition.

### Aims:

- To maximise the number and variety of effective volunteers who contribute to Brunswick South-West P.S.
- To provide volunteers with the support and recognition they deserve.

### Implementation:

- Volunteers are actively encouraged to take part in school activities, and will be invited to do so.
- Volunteers will be sought formally through the school newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation for all family and community members.
- Volunteers will be provided with an appropriate induction as well as any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Where appropriate, individuals or groups of volunteers will be acknowledged for example in the newsletter, publicising their contributions to the school at events such as working bees and the fete.
- Volunteers who **are not** closely related to students, will be required to register daily at the administration office.
- Volunteers will be invited to use the staff room and facilities.
- Volunteers will be formally recognised at the annual volunteers' thankyou at the Education Week Family Breakfast.
- Volunteer workers undertaking schoolwork on behalf of, and with the approval of the School Council, or principal, are indemnified as to their personal liability in similar terms to teachers.
- Some volunteers may require a Working with Children Check – see Exemptions from applying for a WWC Check attached. Individuals who fit the **Visiting workers who do not ordinarily live and perform 'child-related work' in Victoria** should be accompanied by a staff member when engaged in activities with BSW students.
- A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle. Next review 2017

This policy was last ratified by School Council on the .....

**Exemptions from Applying for a Check**  
**Department of Justice Information Line: 1300 652 879**  
**Reference: [www.justice.vic.gov.au](http://www.justice.vic.gov.au)**

An exemption means that you do not need to apply for a Working with Children (WWC) Check, even if you undertake 'child-related work'. If an exemption applies, a person is not prevented from applying for a WWC Check.

**The WWC Check exemptions are:**

- **People under the age of 18 years**
- **Parent volunteers whose child ordinarily participates in that activity.**  
This exemption only applies to volunteer parents who participate in their children's activities.  
For example: Brett is a volunteer coach for a school football team on which his son Joshua ordinarily plays. Brett does not have to apply for and pass the WWC Check to do this even if Joshua does not attend some of the practice sessions or games.
- **People 'closely related' to each child they have contact with in their 'child-related work'**  
'Closely related' means you are the child's: parent, spouse, step-parent, mother-in-law or father-in-law, grandparent, uncle or aunt, brother or sister (including half-siblings and step siblings, brother-in-law or sister-in-law). 'Closely related' also includes de facto relationships. 'Spouse' includes domestic partners, as defined in the *Relationships Act 2008*.  
  
For example: Karen does not need a WWC Check in order to home school her daughter and her nephew as she is closely related to both of the children.
- **Visiting workers who do not ordinarily live and perform 'child-related work' in Victoria**  
For example: Keith lives in New South Wales and coaches a baseball team that is selected to play in a one-off competition to be held in Victoria. Because Keith does not ordinarily live and perform 'child-related work' in Victoria and will only be in Victoria for a few days, he does not need to apply for a WWC Check.
- **Sworn Victoria Police officers (who are not suspended from duty)**  
Sworn police officers are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme.
- **Members of the Australian Federal Police within the meaning of the *Australian Federal Police Act 1979* (who are not suspended from duty)**  
Members of the Australian Federal Police are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme.
- **Teachers who have current registration with the Victorian Institute of Teaching**  
Teachers with current registration with the Victorian Institute of Teaching are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme.
- **Certain drivers who hold a current driver accreditation under the *Transport (Compliance and Miscellaneous) Act 1983***