



367 High Street
NAGAMBIE VIC 3608
T: 03 5794 2608
F: 03 5794 1435
M: 0417 489 577
E: principal@sjnagambie.catholic.edu.au
W: www.sjnagambie.catholic.edu

Volunteer Policy

Policy Developed Date: 7th of May 2020

Policy Reviewed Date: 2023

Identity Statement

St Joseph's; a child safe school, is a Catholic Community in the Josephite tradition where we learn and grow in the Spirit together.

Vision Statements

St Joseph's; a child safe school, strives to be an educating community:

- Where the total development of each child is nurtured.
- Where an environment of trust, respect, hope and safety is built, with direct reference and consideration to child safe standards and policies.
- Where families and the school work in partnership sharing the responsibility to educate the child.
- Where school life is an integral part of the parish and the wider community.
- Where the students learn in a challenging, enjoyable and cooperative way.
- Where the teachings of Jesus are taught, modelled and lived.

Graduate Outcomes

St Joseph's students learn to become:

- Problem solving, inquiring, critical thinkers with high competencies in literacy and numeracy.
- Technologically competent and ethical users of technology.
- Hope filled, independent, resilient and confident young people.
- Knowledgeable and appreciative of the Catholic faith.
- Socially adept, respectful, just, environmentally conscious and appreciative of diversity.

At St Joseph's we are being our best when we are...

Being respectful, being friendly and being positive learners.



BACKGROUND:

St Joseph's School recognises that education is a collaborative partnership involving staff, parents, caregivers and members of the community. Through the additional skills and perspective of volunteers and visitors their contribution can significantly add to the human resources available to the school. Volunteers require encouragement, effective management, support and recognition. While the School encourages an open and friendly learning environment, which values and actively encourages volunteers and visitors, it also recognises that the School has legal obligations to comply with, including its duty of care to its staff and students to provide a safe and secure environment at all times. At the same time, it is important that volunteers and visitors feel welcome and comfortable in a friendly school environment that values their input.

PURPOSE:

The aim of this policy is to:

Provide a safe and secure environment for our students, staff and resources. To ensure the school complies with the Child Safe Standards 1,2 & 6.

Establish procedures and practices at the School that comply with its legal obligations, (including in relation to the Working With Children Act 2005) and minimise the risk of injury or harm to students and staff arising from the presence of Volunteers or Visitors participating in activities organised by the School (either on the School's grounds or an alternative location).

Ensure volunteers understand their role and have appropriate training and support from the School's staff to enable them to effectively perform activities required of them. Encourage and maximise the number of volunteers assisting with School activities.

To explain the legal rights of volunteer workers in the school.

To provide assurance to our volunteer workers regarding their legal rights and responsibilities.

To ensure St Joseph's School complies with CES policy and guidelines and legislative requirements of the Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3 Workers Compensation Act 1958 Wrongs Act 1958 – section 37(1) Ministerial Order 870 –Child Safe Standards

DEFINITIONS:

A "volunteer" is a person who voluntarily engages in school work or approved community work, without payment or reward. School work means: carrying out the functions of a Board any activity carried out for the welfare of a school, by the Board 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 Board providing any assistance in the work of any school 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 fundraising and assisting with excursions, are well protected from legal action by others.

PROCEDURES FOR IMPLEMENTATION:

The safety of children is the highest priority for this school. Volunteers are actively encouraged to partake in school activities, and will be invited to do so. The School will regularly communicate opportunities for Volunteers to participate in activities including by publishing notices in the weekly Newsletter, advising parents at year level information evenings and in other informal ways. The compliance requirements outlined in this Policy for Volunteers/Visitors at the School will be regularly published in the School Newsletter. All volunteers must have a current Working with Children Check and this must be recorded at the school office prior to volunteer work being undertaken. Prior to beginning work at the school, volunteers will be required to complete an induction with a member of staff and sign the Volunteer Code of Conduct.

Volunteers will be required to register at the administration office daily and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities. Prior to the commencement of any volunteering activities, the School will provide appropriate training/orientation programs for Volunteers to enable them to understand their role and to provide clarity about what is expected and how they can positively contribute to the School's programs. This training should cover a range of issues relating to the activity and may include confidentiality, privacy, safety and legal liability. As part of this training, all Volunteers are to receive a copy of this policy (and any other relevant School documents) clarifying their obligations as a Volunteer. In addition, staff directly supervising Volunteers performing activities either in the classroom or elsewhere will, prior to the commencement

(and as required), provide clear direction and support regarding what is required and expected in performing the activities.)

It is the responsibility of the School to maintain and keep updated a register of all WWCC/Police Records Checks held by Volunteers or Visitors. The School Office staff must sight and retain copies of a WWCC Card and Police Records Check (where required under this policy or by law) and place them on the School's register. Signed Code of Conduct documents will also be kept on file and renewed each year. A Google Sheet database is maintained with records of WWCC details and Code of Conduct.

The School's Emergency Management procedures will ensure that all Volunteers/Visitors within the School at any time of an emergency or an emergency practice drill will be recognised and included. All School staff will be encouraged to be proactive and make enquiries of any unidentified Volunteer or Visitor (i.e. any person at the School who they believe may fall under the definition of Volunteer or Visitor and who is not wearing a badge 3 identifying them as such) and refer them to the Administration Office to comply with the School's policy.

EVALUATION:

This Policy will be reviewed as part of the school's three-year review cycle. Next review in 2023.