

Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Department management and the associated Guidelines published and amended by the Department from time to time.

Purpose of this Policy

The purpose of this policy is to outline the processes that Hamilton North Primary School will following to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers and those undertaking work placement.

Scope

This policy applies to the recruitment, screening, supervision and management of all people who volunteer or undertake work placement at our school.

Definition

Child-related work: 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 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 of any other body organized 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.

Hamilton North Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. We acknowledge the valuable contribution volunteers make to the successful running of our school.

The procedures set out below are designed to ensure that Hamilton North's 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 are encouraged to check for information in school newsletters, speak with class teachers or Principal if they wish to volunteer.

Working with Children Checks

Hamilton North Primary School requires all volunteers who work with children to have a Working with Children check in line with DET Policy.

Suitability Checks including Working with Children Checks

Suitability Application Form and Suitability Check Flowchart for Schools

See Appendix 1

Working with students

Hamilton North Primary School values the many volunteers that assist in a range of activities within and beyond the school.

To ensure that we are meeting our legal obligations under the *Working With Children Act 2005 (Vic)* and the Child Safe Standards, Hamilton North Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Hamilton North Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the Business Manager or Office Staff for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any students at the school are required to have a WWC Check 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 all circumstances
- **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

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications. Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example: volunteering on the weekend for gardening,

maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings. during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working With Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Hamilton North Primary School reserves the right to undertake suitability checks, including proof of identity, Working With Children Checks, 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 a valid WWC Check. 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 Check.

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 follow our school's policies, including, but not limited to our Child Safe Policy/Statement of Commitment to Child Safety, our Child Safety Code of Conduct. 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 has the discretion to make a decision about ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Hamilton North Primary School.

Hamilton North Primary School will provide any appropriate induction and/or training for all volunteer workers. The principal (or their nominee) will determine that induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All volunteers will be provided induction in relation to Hamilton North Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

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.

SEE APPENDIX 2 – Volunteers and Privacy in the School Community

Work Placement Guidelines

- All work placements and opportunities will be at the Principal's discretion
- Work placement will take place at allocated times – preferably not within the first four weeks of the commencement of the new school year or at any time in December
- Any persons over the age of 18 years will be required to produce Working with Children documentation and may undergo suitability checks
- Work placement participants will only be placed with senior staff members (CT2 level)
- Work placement participants are not to be left with students unsupervised at any time
- All work placement participants are required to sign in and out each day
- All workplace participants are required to supply emergency contact details for the duration of their placement
- Confidentiality and privacy is to be adhered to all times before, during and following the placement

Implementation

Work Placement Type	
Tertiary Work Placement – includes online and correspondence students	<ul style="list-style-type: none">• The school will only directly liaise with one or two preferred universities• Approved paperwork must be completed by the university prior to placement• Approved paperwork must be completed by the supervising teacher at the completion of placement• Supervising teacher will receive payment via edupay• STS payment will be processed by the university on receipt of completed paperwork and funds will be paid direct to school• No payment will be made to the tertiary student for work placement
Integration/Teacher Aide Students	<ul style="list-style-type: none">• The school will only directly liaise with one or two preferred approved training facilities• Approved paperwork must be completed by the training facility prior to placement• Approved paperwork must be completed by the supervising teacher at the completion of placement• No payment will be made to the tertiary student for work placement
Work Experience	<ul style="list-style-type: none">• By application to the Principal in conjunction with approved work experience programs run by local and district secondary schools• Approved paperwork must be completed by student's school prior to the placement

	<ul style="list-style-type: none"> • Approved paperwork must be completed by the supervising teacher at the completion of placement • Work experience held over one week to enable the formation of buddy groups • No payment will be made to the student for work experience
EOY Work Experience	<ul style="list-style-type: none"> • By application to the Principal in conjunction with approved work experience programs run by local and district secondary schools • Approved paperwork must be completed by student's school prior to the placement • Approved paperwork must be completed by the supervising teacher at the completion of placement • No payment will be made for work experience • No secondary students will be given permission to assist in classrooms during their term breaks, or once the secondary school year has been completed
Volunteers Sporting Events Camps Excursions	<ul style="list-style-type: none"> • All excursion and camps are required to adhere to the correct ratio of staff and students • Members of Victoria Police will be the preferred volunteers for camps
Disability Workers	<ul style="list-style-type: none"> • Application to be made in conjunction with a placement agency • Approved paperwork must be completed by the agency prior to placement • Approved paperwork must be completed by the supervising teacher at the completion of placement • No payment will be made for work experience
Community Based Orders	<ul style="list-style-type: none"> • Application to be made through official channels • Placement will be at the discretion of the Principal and School Council • Approved paperwork must be completed by the agency prior to placement • Approved paperwork must be completed by the Principal at the completion of placement • No payment will be made for community based orders

Related policies

- [Fetes](#)
- [Negligence Claims Process](#)
- [Personal Liability of School Employees](#)
- [Responding to Legal Claims, Writs and Subpoenas](#)
- [Suitability Checks for School Volunteers and Visitors](#)

Related legislation

- Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3
- Workplace Injury Rehabilitation and Compensation Act 2013
- Wrongs Act 1958 – section 37(1)

Department resources

- Contractor and Volunteer Worker OHS Management
- PROTECT resources
- Volunteer Workers and Working Bees

Policy reviewed and ratified by School Council: June 2019



Volunteer or Work Placement Application

Applicant Information

Full Name: _____ DOB: _____
Last *First*

Address: _____
Street Address

_____ *City* _____ *State* _____ *Code*

Phone: _____ Email _____

Child Name & Class
(If Applicable): _____

Emergency Contact

Full Name: _____ DOB: _____
Last *First*

Address: _____
Street Address

_____ *City* _____ *State* _____ *Code*

Phone: _____ Email _____

Days Available

Days Available:	Monday	AM	PM	Saturday	AM	PM
	Tuesday	AM	PM	Sunday	AM	PM
	Wednesday	AM	PM			
	Thursday	AM	PM			
	Friday	AM	PM			

Further Information

Course Name: _____

Location of Course: _____

Contact: _____ Phone: _____

OR

I wish to volunteer as: _____

Working With Children Check

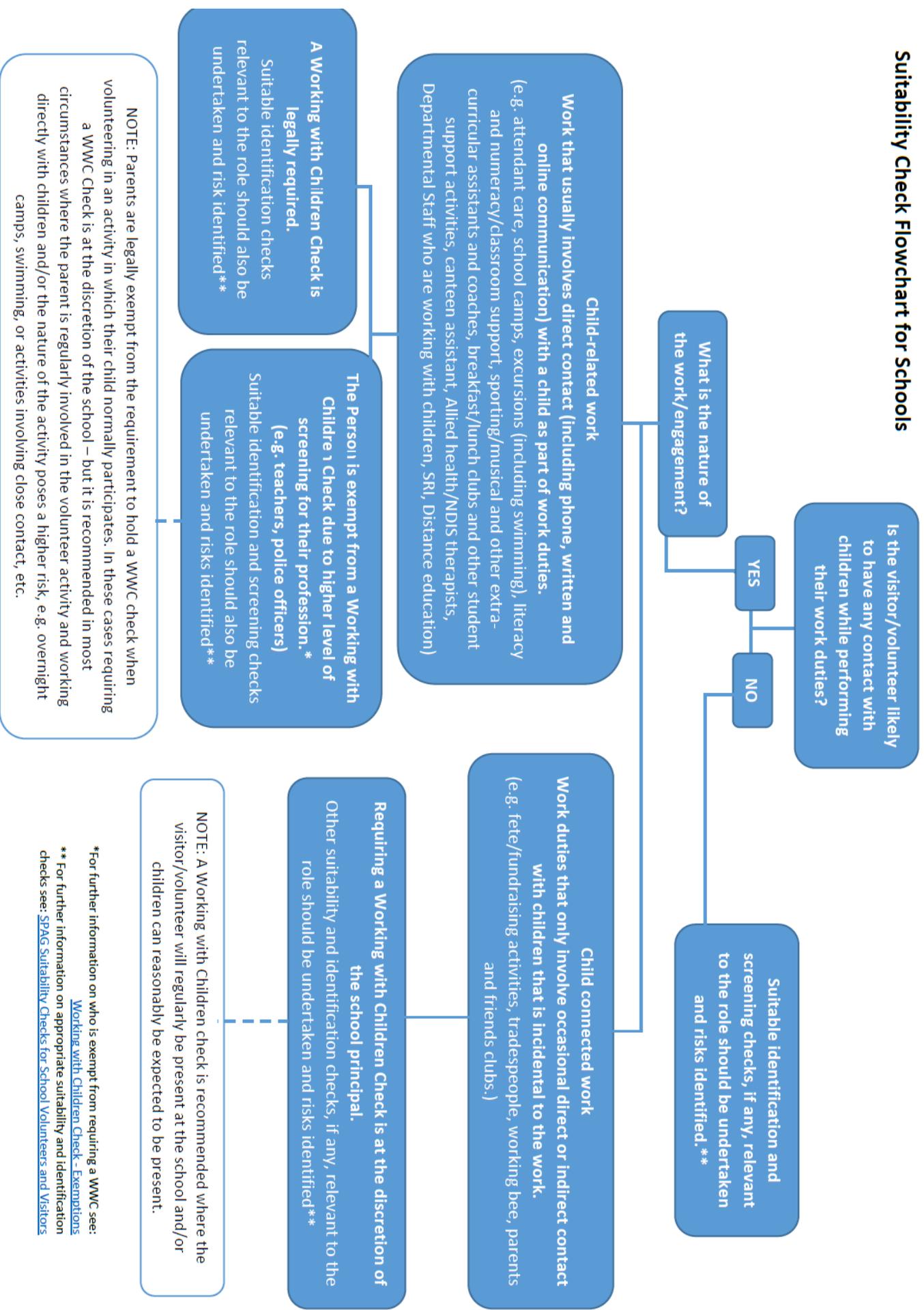
Card No: _____ Expiry Date: _____

Copy Attached: YES NO Office: _____

Other: _____

Volunteer & Work Placement Policy

Suitability Check Flowchart for Schools



APPENDIX 2



Volunteers and privacy in the school community

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

Mobile phones and/or personal cameras are not to be used in school other than the staffroom area.

What do I need to do as a volunteer?

- **Ensure that you have only that personal information required to undertake your role as a volunteer.**
- Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
- Ask yourself; is this information relevant to my role or the task I'm going to do?
- **Don't disclose any personal information that you may have accessed in your role as a volunteer, either written or verbal.**
- Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
- **Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.**

- If emailing personal information off site place the personal information in a word document and password protect the document. Don't include the password in the email!
- If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
- **If in doubt about the handling of personal information, seek advice from staff.**
- Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
- If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training.

Responsible management of personal information is everyone's business.