

VOLUNTEERS POLICY



HALE
SCHOOL

1. Purpose

This *Volunteers Policy* (the Policy) sets out the obligations and legal rights of volunteer school workers and the responsibility of Hale School (Hale/the School) in screening, inducting, supervising, and managing the work of volunteers. This policy should be read in conjunction with the Volunteer Handbook - '*Volunteering at Hale School*' (available on the Hale School webpage).

Hale School recognises that volunteers play an integral role in supporting the work of the School and in enriching the lives and educational experiences of its students.

This Policy upholds the values and principles identified in the School's *Code of Ethics Policy and Code of Conduct Policies*, is consistent with the National Child Safe Organisation Principles and demonstrates Hale School's commitment as articulated in its *Child Safety Policy* to child safety and protection by enforcing compliance with the provisions of the Working with Children (Criminal Record Checking) Act 2004.

2. Definitions

Child-related work Section 6 of the Working with Children (Criminal Record Checking) Act 2004 (Act) determines that work is child-related if the usual duties of the work involve, or are likely to involve, contact with a child in connection with one of the 19 categories of child-related work which are outlined in the legislation. For the purposes of this Policy it includes:

- an educational institution for children.
- a coaching or private tuition service of any kind.
- an arrangement for the accommodation or care of children, whether in a residential facility or private residence.
- an overnight camp, regardless of the type of accommodation or how many children are involved.
- a transport service specifically for children.

National Police Certificate is a list of disclosable Court outcomes and pending charges sourced from the databases of all Australian Police jurisdictions. The Australian Federal Police administer the National Police Certificate through the CrimTrac Agency.

A **Volunteer** is defined by the Department of Education WA as an adult or an organisation offering services in support of school activities but receiving no remuneration from the school for the services provided. This includes:

- Members of the School's Council, Foundation, Fundraising Committee(s), Parents' association

and any other body organised to promote the welfare of the School.

- Individuals assisting with school camps, tours, incursions, or excursions.
- Individuals providing coaching, mentoring or any kind of educational support services.

Working with Children Check (WWCC) assesses the criminal records and other relevant information about people who engage in child-related work to see if they have charges, convictions and behaviours that indicate they may harm a child. It is administered by the Working with Children Screening Unit, Child Protection and Family Support, Department of Communities.

Site Leader - A volunteer's site leader (or site supervisor) is responsible for the management of the volunteer's performance and day-to-day direction. They provide effective modelling, management, communication, and leadership to ensure a responsive, safe, and respectful environment for volunteers. At the same time, they are responsible for ensuring that the volunteer complies with the school's values, code of conduct, induction requirements and pertinent policies and procedures.

3. Policy Statement/Policy Principles

3.1 Screening

Hale School greatly values the significant contribution made by volunteers who include parents of current students, past students, members of the community and other supporters of the School. Out of a duty of care to students and a strong commitment to child safety and protection and in compliance with the provisions of the Working with Children (Criminal Record Checking) Act 2004, the School will enforce the requirement for volunteers involved in child-related work to undergo a Working with Children Check (WWCC) prior to commencement.

Certain volunteers do not need to have a WWC Check and should not apply for one. This includes:

- Volunteers and students on unpaid placement who are under 18 years.
- Parents volunteering in connection with their child's activity, although **this exemption does not apply to other relatives or guardians or to parents volunteering in connection with overnight camps. Additionally, a parent conducting one-on-one reading with the same student over a period of time would be considered to be a mentor or coach and therefore would be required to apply for a WWC Check.**

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Those volunteers who are exempt from WWC checks may be required to apply for a National Police Check. Application forms for both the WWC Check and the National Police Check are available from Australia Post outlets.

A representative of the School, generally the Director of Staff Development and Human Resources, or the Director of Finance & Governance will sign the hard copy of an initial application or approve the electronic WWC Check renewal applications for volunteers commencing or continuing in child-related work at Hale School.

It is the responsibility of the volunteer to advise the School should a matter arise that would affect the application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application.

The School, through the Site Leader, will maintain records of a volunteer's WWCC and, retain a copy of a new cardholder's card which the Department for Child Protection will issue to verify that he/she has passed the check. Periodically, the School via the respective Site Leader will check the WWCC website on the status of school volunteers with respect to the currency of their WWCC cards. The School will reimburse Volunteers for the cost of their WWCC.

Hale School will not commence the engagement of a volunteer in child-related work who has failed to apply for a WWC Check when advised of the requirement to do so; and will cease an agreement with a volunteer should they have failed to renew their WWC Check or have been issued with a Negative Notice.

3.2 Induction

All volunteers at Hale School will be expected to participate in an induction to introduce them to the School, provide them with an understanding of and an appreciation of the specific requirements of their task and to acquaint them with all relevant school Policies and Procedures with which they will be required to comply including, but not limited to the *Duty of Care for Students and Work Health and Safety*.

3.3 Responsibility of Volunteers

The School expects all volunteers to respect the rights of children. This means volunteers:

- must not work unsupervised with students.
- must not be involved in toileting students or assisting in change rooms/sick rooms.
- must not have unsupervised contact with

students during breaks.

- must not display discriminatory, bullying, or intimidating behaviour towards students.
- must refer all student concerns or behaviour issues to the supervising teacher.
- must not have intentional physical contact with students or encourage affection from or dependency in students.
- must respect confidentiality and privacy.
- must be reliable and accountable for assigned tasks.
- must be willing to undertake training as required.

3.4 Obligations of Hale School

The School will:

- comply with the provisions of the Working with Children (Criminal Record Checking) Act 2004.
- match volunteers with work that is suitable to their skills, interests, time commitments and health status.
- ensure that supervising teachers meet their duty of care obligations to students by not leaving volunteers to work unsupervised with students unless a prior duty of care agreement is in place (See *Appendix A – Volunteers Procedure – Duty of Care Agreement*).
- allocate a staff member to supervise a volunteer in each of the areas he/she works.
- prepare and sign a volunteer agreement prior to the engagement of a volunteer (See *Appendix A* for suggested inclusions in a volunteer agreement).

3.5 Record Keeping

The School will maintain records of volunteers in line with the *Privacy Act (1988)* and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The information maintained will include:

- Name and contact details.
- Copies of the WWC check receipt, confirmation and any notices issued.
- Proof of Australian Citizenship.
- A brief description of the volunteer roles which have been assigned and the dates/periods volunteer work has been undertaken.
- COVID Vaccination certificate if required

As part of the volunteer agreement, volunteers will be notified that the information will be stored and used strictly in accordance with the provisions of Privacy legislation, and that volunteers may seek access to records of personal information held on them by the

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School.

3.6 Insurance

The School will ensure, in liaison with its Insurance provider, that it has sufficient insurance cover in place to provide for volunteers and the roles in which they may be involved.

3.7 Volunteer Agreements - Cancellation

When concerns arise about a volunteer, an opportunity to remedy the problem or improve performance will be offered where appropriate.

An agreement with a volunteer will be cancelled at the School's discretion and where the volunteer:

- Fails to follow requirements and comply with School policies outlined at the induction training.
- Conducts themselves in a manner deemed inappropriate or improper towards students, parents, or staff.
- Fails to meet commitments without notice to the School.

4. Related Legislation and Policies

- National Child Safe Organisation Principles
- School Education Act 1999 (WA)
- Working with Children (Criminal Record Checking) Act 2004

5. Related Policies and Procedures

- Code of Ethics Policy
- Code of Conduct Policy for all Staff
- Code of Conduct for all Staff – How to Comply
- Code of Conduct Policy for all Students
- Child Safety Policy
- Duty of Care for Students Policy
- Excursions Guidelines
- Child Protection and Mandatory Reporting Policy
- Privacy Policy
- Work Health and Safety Policy
- Volunteers Handbook – 'Volunteering at Hale School'
- Volunteers Procedures
- Duty of Care Agreement

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Policy Version
4
Changes Made
Addition of Duty of Care Agreement

APPENDIX A

VOLUNTEER AGREEMENTS – CONTENTS

1. A statement about the duration of the **agreement**, the role and the tasks to be undertaken by the volunteer.
2. Requirement to keep the School informed about the currency of any **Working With Children Check Card** and/or the issue of any Notice by the Department of Communities.
3. Requirement to participate in an **Induction and any other training** that may be subsequently deemed appropriate.
4. A statement about the need to uphold the School's values and standards of conduct and comply with the **School's policies and procedures**.
5. The School's expectations with regard to **reliability and accountability for assigned work**, the requirement to avoid unsupervised contact with students, the need to refer any student concerns and behaviour issues to the supervising teacher.
6. A statement about the retention of the volunteer's personal information and use in strict accordance with the provisions of **privacy legislation**. The statement to include advice that the volunteer may request access to the information held on him/her.
7. A statement that the School's **insurance cover** includes provision for voluntary workers' personal accident insurance.
8. A statement that **failure to meet commitments**, comply with policies and procedures, inappropriate behaviour towards students, parents and staff may result in cancellation of the agreement.