



Nullawarre and District Primary School

POLICY:	VOLUNTEERS POLICY
NOTED BY SCHOOL COUNCIL:	November 2021
TO BE REVIEWED:	As part of the school's four-year review cycle or when changes occur to the Department's "School Policy and Advisory Guide" - November 2025 This policy will also be updated if significant changes are made to school grounds that require a revision of Nullawarre and District Primary School's Visitors Policy.

Consultation with your school council is not required for this policy as it is operational. This has been presented to school council for noting.



Help for non-English speakers

If you need help to understand the information in this policy, please contact Nullawarre and District Primary School for assistance.

PURPOSE

To outline the processes that Nullawarre and District Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

SCOPE

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

DEFINITIONS

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 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 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 (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

POLICY

Nullawarre and District Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Nullawarre and District Primary School recognises the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Nullawarre and District Primary School'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 contact the Principal.

COVID-19 Vaccination Information

Under the directions issued by the Victorian Chief Health Officer, volunteers attending school to work are required to be vaccinated or provide evidence that they are medically exempted. Our school is required to collect, record and hold vaccination information from relevant visitors and volunteers to ensure they meet these requirements.

For further information on this process, refer to our school's COVID-19 Mandatory Vaccination – Information Collection and Storage Procedures.

For Department policy on COVID-19 mandatory vaccinations for visitors, including advice on the type of information that schools are required to collect, record and hold, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites](#)

Suitability checks including Working with Children Clearances

Working with students

Nullawarre and District Primary School values the many volunteers that assist in our classrooms, with sporting events, camps, excursions, other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Nullawarre and District Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children (WWC) Clearance and may also involve undertaking reference, proof of identity and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Nullawarre and District Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the school office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school 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 circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **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.

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, School Council and sub-committees of School Council, 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 WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Nullawarre and District Primary School reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, 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 evidence of a valid WWC Clearance. 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 Clearance.

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 Safety Policy, our Child Safety Code of Conduct, our Statement of Values and School Philosophy Policy and our Visitors Policy. 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 the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Nullawarre and District Primary School.

Nullawarre and District Primary School will provide any appropriate induction and/or training for all volunteer workers. The Principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in and will ensure a record is kept of the induction undertaken.

All volunteers will be provided induction in relation to Nullawarre and District Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Responding and Reporting Obligations Policy and Procedures 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter on a regular basis
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Nullawarre and District Primary School policies:

- Child Safe Policy
- Child Safety Code of Conduct
- Parent Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Visitors Policy

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

Nullawarre and District Primary School

COVID-19 MANDATORY VACCINATIONS

Information Collection and Recording Procedures

Nullawarre and District Primary School follows Department of Education and Training policy in relation to implementing the COVID-19 mandatory vaccination directions issued by the Victorian Chief Health Officer:

- [COVID-19 Vaccinations – Teaching Service and School Council Employees](#)
- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Visitors and volunteers working on school sites

Under directions issued by the Chief Health Officer, we are required to collect, record and hold COVID-19 vaccination information from any person performing work on school site to ensure they meet the mandatory vaccination requirements in order to enter or remain on school site.

For school staff (being teaching service staff and school council employed staff) this information is collected by the Department. The Department also collects and manages vaccination information of certain contract providers that are managed centrally by the Department.

For all other visitors working on school site, including volunteers and CRTs engaged locally, we are required to collect, record and hold vaccination information.

The following information outlines the process Nullawarre and District Primary School staff must follow to ensure vaccination information is collected and recorded in accordance with the mandatory vaccination directions, Department policy and Victorian privacy laws.

Procedures for collecting and recording vaccination information

- Wherever possible we will contact volunteers and relevant visitors prior to their attendance on school site, to inform them of the vaccination requirements prior to attendance. At the same time, volunteers and relevant visitors will be reminded that they must not enter the school site if they are unable to provide vaccination information or if their vaccination information does not meet the requirements relating to mandatory vaccinations.
- All volunteers and visitors arriving on site to work will be required to present to our school office where staff will collect and record vaccination information in accordance with the Department policy: [COVID-19 Vaccinations – Visitor and Volunteers on School Site](#). Information will only be collected once, unless further information is required (such as when the person requires their second dose or where the requirements change and we are required to collect further information as a result)
- Our staff must use XUNO Kiosk to record the required vaccination information in line with the [Vaccination Status Register](#) guidelines.
- Vaccination registration information and any additional vaccination information provided by a volunteer or visitor working on school site must be stored securely in XUNO Kiosk.
- If volunteers or visitors working on a school site are unable to provide the required vaccination information or the information provided does not meet the requirements relating to mandatory vaccinations, we will ensure they leave the school site immediately and report the incident to the Department's Incident Support and Operations Centre. For further information about how we will manage these situations, please refer to the Department's policy: [COVID-19 Vaccinations – Visitors and Volunteers on School Sites.](#)

Parents and carers visiting school sites

Under the Department's policy [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#) parents and carers who enter school grounds must have had at least one COVID-19 vaccine and must have had two doses of COVID-19 vaccine by 29 November or have a valid medical exception, with certain exceptions prescribed in the Department's policy.

These vaccination requirements apply to all school activities inside school buildings, including assemblies, tours, graduations and transition activities. Parents, carers and other adult visitors attending an outdoor event or gathering held at schools are also required to be fully vaccinated. In these instances, parents, carers and adult visitors must check in using the QR codes (located at suitable entry points for outdoor events and gatherings) and schools must sight vaccination information.

In accordance with this policy, our school will ask all parents and carers to use the office door entry when entering school buildings, check-in using the QR Code, and show office staff their vaccination status or a valid medical exception. Vaccination information of parents and carers will not need to be recorded, unless they are attending the school to work on site.

Limited exemptions to this policy include:

- When attending to administer medical treatment to your child when the treatment cannot be administered by the school
- When attending to collect your child who is unwell and cannot leave the school building unaccompanied
- When attending for a short time that does not involve any sustained contact with staff or students, for example, to collect something from the office

Contact Information

The Department of Education and Training (DET) have a COVID Hotline that is available for further questions and complaints.

This number is: **1800 338 663**

Alternatively, queries can be emailed to: swvr@education.vic.gov.au