

 <b>BERWICK COLLEGE POLICY</b>	TITLE	<b>VOLUNTEER &amp; TRAINEE</b>		
	VERSION/YEAR	5/2024		
	PUBLISHED LOCATIONS	COMPASS – Parents/Staff		
	ISSUE DATE	MAY/2024		
	REVIEW DATE	JULY/2026		
	REVIEWED BY	ASSISTANT PRINCIPAL	APPROVED BY	PRINCIPAL
PURPOSE:	<ul style="list-style-type: none"> <li>To ensure that Berwick College policies and procedures accurately reflect the College operations, directions, educational philosophy and goals and meet all legislative, compliance and duty of care requirements.</li> <li>To provide policy and procedure direction to all staff, students, parents, carers and volunteers of Berwick College.</li> <li>To outline the processes that Berwick College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.</li> </ul>			
SCOPE:	<ul style="list-style-type: none"> <li>This policy applies to the recruitment, screening, supervision and management of all people who volunteer or become a trainee at Berwick College.</li> </ul>			
BACKGROUND:	<ul style="list-style-type: none"> <li>Berwick College seeks to establish and maintain a high level of professional standards in relation to all activities within the College. This policy is in accord with the College’s ‘Mission Statement’, ‘Values’ and ‘Service Standards’.</li> </ul>			
RELATED DOCUMENTS:	<p>Department of Education policies:</p> <ul style="list-style-type: none"> <li><a href="#">Equal Opportunity and Anti-Discrimination</a></li> <li><a href="#">Child Safe Standards</a></li> <li><a href="#">Privacy and Information Sharing</a></li> <li><a href="#">Records Management – School Records</a></li> <li><a href="#">Sexual Harassment</a></li> <li><a href="#">Volunteers in Schools</a></li> <li><a href="#">Volunteer OHS Management</a></li> <li><a href="#">Working with Children and Other Suitability Checks for School Volunteers and Visitors</a></li> <li><a href="#">Workplace Bullying</a></li> </ul> <p>Berwick College policies:</p> <ul style="list-style-type: none"> <li>Visitors to the College Policy</li> <li>Berwick College Child Safety Policy</li> <li>Berwick College Child Safety Responding and Reporting Obligations Policy</li> <li>Berwick College Child Safety Induction Pack - Volunteers</li> </ul> <p>Related Legislation: Worker Screening Act 2020</p>			

**DEFINITIONS OF TERMS:**

Child-connected work: work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

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.

Trainee: A person undergoing a course of study that requires on-the-job training and may include a person completing approved work placement.

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.

#### **RATIONALE:**

The College welcomes the assistance of volunteers and trainees to support its programs and recognises the valuable contribution that they provide to our school community. Volunteers and trainees add significantly to the human resources available to the College. As such, volunteers deserve encouragement, effective management, support and recognition. Similarly, trainees make valuable contributions to College programs while also benefiting from the educational opportunities the College provides in return. Berwick College is committed to implementing and following practices which protect the safety and wellbeing of children, our staff, trainees and volunteers.

The procedures set out below are designed to ensure that Berwick College's volunteers and trainees are suitable to work with children and are well-placed to make a positive contribution to our school community.

#### **IMPLEMENTATION:**

Members of our school community who would like to volunteer are encouraged to contact Administration. A volunteer can assist with one or more College programs at the discretion of the College Principal.

Applications for training or structured work placement will be considered as they arise and will be subject to the College being able to provide the trainee with suitable work and an experienced supervisor. Trainees will be required to provide documentation demonstrating that they are enrolled in a specific Tertiary or Vocational Education and Training course that requires on-the-job training and/or that they have the necessary training or expertise to assist with certain programs or to perform certain tasks.

To encourage students to broaden their educational experiences, the College will **not** provide work experience opportunities for secondary students. The Principal may approve individual requests for work experience on a case-by-case basis.

Volunteers and trainees will:

- Only be asked to complete work if they feel confident or comfortable doing so
- Have access to College facilities including staff facilities, car parking, library, ICT and welfare services during his/her time at the College
- Be required to sign the staff Internet agreement prior to being given access to the College ICT network
- Be expected to sign in at the administration office and wear a visitor's badge while in the school
- Not make educational recommendations to students and/or their parents/guardians.

Volunteers and trainees are subject to the conditions of privacy legislation and access to confidential files is prohibited without appropriate permission. Volunteers and trainees are not to use his/her position to advertise professional services outside school hours.

#### **SUITABILITY CHECKS INCLUDING WORKING WITH CHILDREN CLEARANCES:**

##### **Working with students**

Berwick College values the many volunteers that assist with committees such as College Council, sports, events, camps, excursions, concerts, breakfast and lunchtime clubs. To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Berwick College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Berwick College is a child safe environment, we will require **all** adult volunteers and trainees who work with, or in close proximity to students to produce their valid WWC Clearance to the office or HR manager prior to their participation, regardless of whether their own child is participating or not, or whether they are being supervised.

### **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. This includes volunteering on the weekend for gardening, maintenance, working bees, participating in sub-committees of College Council, fete coordination, other fundraising groups that meet regularly in the evenings during which children may not be, or would not reasonably be expected to be, present.

At Berwick College, volunteers for this type of work will still be required to provide a valid WWC Clearance.

### **TRAINING AND INDUCTION**

Under the Child Safe Standards volunteers and trainees must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers and trainees must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack - Volunteers or Induction Handbook and ensure the actions and requirements in these documents are followed when volunteering for our College.

Depending on the nature and responsibilities of their role, Berwick College may also require volunteers to complete additional child safety training.

### **MANAGEMENT AND SUPERVISION**

The principal (or their nominee) will determine the level of school staff supervision, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

All classroom activities with students should be conducted within the line of sight of a teacher and the teacher is responsible for any discipline issues that may arise.

Volunteers and trainees will be placed under the direct supervision of a teacher while working in the College and will be required to negotiate suitable hours of attendance (including breaks) with their supervisor. Volunteer and trainees will be expected to comply with any reasonable direction of the principal (or their nominee). This will include upholding our College values and following College OH&S and Emergency Management procedures and policies, including, but not limited to, our Child Safety Policy and the Child Safety Code of Conduct. Volunteer and trainee workers will also be expected to act consistently with Department of Education policies, to the extent that they apply to volunteer and trainee 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 Berwick College.

Berwick College 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.

### **PRIVACY AND INFORMATION-SHARING**

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the College such as to Victoria Police.

For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

## **RECORDS MANAGEMENT**

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to the Administration office to ensure they are managed in accordance with the Department's policy: Records Management – Schools.

## **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.

## **EVALUATION:**

- This policy will be reviewed every two years.