



Iona College Geelong Volunteer Policy and Procedure

Rationale

Iona College Geelong welcomes the contribution that volunteers make to the college, and actively invites parents, community members and others to participate in school activities

Objective

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Iona College Geelong.

Policy Coverage

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

Definitions

Child-connected work: work authorised by the college and performed by an adult on college grounds while students' are present or reasonably expected to be present.

Child-related work: As defined by the *Worker Screening Act 2020 (Vic)*, child-related work is 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 direct 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 schoolwork 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, 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

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.

Policy

Iona College Geelong is a child safe school committed to the safety, wellbeing and inclusion of all children and young people. The College is committed to implementing and following practices which protect the safety and wellbeing of our students, staff and volunteers.

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

Becoming a volunteer

To ensure that we are meeting our legal obligations under the Worker Screening Act 2020 (Vic) and the Child Safe Standards, the college 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 Iona College Geelong is a child safe environment, we will require volunteers complete the following:

- complete a Working with Children Check
- add Iona College Geelong as an Organisation on their Working with Children check My Check account, and
- view the Iona College Geelong Volunteer induction video presentation.

In addition, depending on the nature of the volunteer work, the college 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.

It is the volunteer's responsibility to update their Working with Children check as required. If a volunteer or staff member's occupation exempts them from the requirement to have a Working with Children Check (e.g. police officers, teachers) they must provide evidence to support an exemption.

Non child-related work

Volunteers who are not engaged in child-related work (e.g. College event planning and organisation) do not need a WWC Check under the WWC Act. However, the Child Safe Standards require appropriate suitability checks (at the discretion of the college) for any child-connected work which is work performed where children are present or reasonably expected to be present.

On some occasions, parents and other members of the school community may volunteer to do work that is not child related. For example e.g.: volunteering on the weekend for gardening, maintenance, working bees, college advisory council, 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, Iona College Geelong 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.

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:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Procedures for responding to incidents, disclosures and suspicions of child abuse, and
- Volunteer Policy and Procedure.

Volunteer workers will also be expected to act consistently with college policies, to the extent that they apply to volunteer workers, including Anti-bullying, Occupational Health and Safety and the Working with Children Check Policy.

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 the college.

Iona College Geelong 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.

All volunteers will be provided induction in relation to Iona College Geelong's child safety practices, including reporting obligations and procedures. Our school has a Procedures for responding to incidents, disclosures and suspicions of child abuse 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.

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 College Privacy Policy.

Related Policies

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Procedures for responding to incidents, disclosures and suspicions of child abuse, and
- Volunteer Policy and Procedure
- Privacy Policy

Review

This policy will be reviewed as part of the school's three-year cycle of review.