



## 1. Purpose

This Volunteers Policy (Policy) sets out the obligations and legal rights of volunteer school workers and the responsibility of Christ Church Grammar School in screening, inducting, supervising and managing the work of volunteers.

The 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. Volunteering is not a substitute for paid work. Volunteers do not replace paid workers, nor do they constitute a threat to the job security of paid workers.

This Policy upholds the values and principles identified in the School's Code of Ethics and Code of Conduct, is consistent with the National Principles for Child Safe Organisations and demonstrates Christ Church Grammar School's commitment, as articulated in its Child Safety and Wellbeing 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 determines that work is child-related if the usual duties 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 Western Australia (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, but is not limited to:

- Members of the School's Council, Parents' Association, Don Fraser Rowing Club, Friends of Music, Friends of Drama and Friends of Walters Residential Community

- Parents/guardians of exchange students
- Individuals assisting with school camps, tours, incursions or excursions
- Individuals providing coaching, mentoring, a seminar presentation or speech or any kind of educational support services

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

**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. The site leader provides effective modelling, management, communication and leadership to ensure a responsive, safe and respectful environment for volunteers. In addition, the site leader is responsible for ensuring the volunteer complies with the School's values, code of conduct, induction requirements and pertinent policies and procedures.

## 3. Policy Principles

### 3.1 Screening

To be a volunteer at Christ Church Grammar School, an individual must be 18 years of age or older and have completed their schooling. Christ Church Grammar School values and acknowledges 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, as well as 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 WWCC prior to commencement.

Certain volunteers do not need to have a WWCC and will not be required to apply for one. This includes:

- Volunteers and students on unpaid placement who are under 18 years of age
- Parents volunteering in connection with their own child's activity, although this exemption does not apply to other relatives or guardians or to parents volunteering in connection with overnight camps. Additionally, for example, a parent conducting one-on-one reading activities 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 WWCC

A representative of the School, generally the Director of Staffing or the Director of Finance and Governance will sign the hard copy of an initial application or approve the electronic WWCC Check renewal applications for volunteers commencing or continuing in child-related work at Christ Church Grammar 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 responsibility includes advising the School if an Assessment Notice is received regarding the application.

The School will maintain records of a volunteer's WWCC and retain a copy of the new cardholder's card which the Department for Communities, Child Protection and Family Services will issue to verify that they have passed the check. Periodically, the School via the respective line manager 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.

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

## 3.2 Induction

All volunteers at Christ Church Grammar School will be required to participate in an induction to introduce them to the School, and provide an understanding and appreciation of the specific requirements of their task. In addition, the Induction will acquaint the volunteer 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. Volunteers:

- Must be supervised at all times when working with children
- Must not be involved in toileting students or assisting in change rooms/sick room.
- 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 Christ Church Grammar School

The School will:

- Comply with the provisions of the Working with Children (Criminal Record Checking) Act 2004
- Match volunteers with work that is suited 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
- 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

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 School.

The retention and disposal of records relating to volunteers will be in accordance with the provisions of the Australian Society of Archivists' *Schedule for the Retention and Disposal of Records in Non-Government Schools*.

### **3.6 Insurance**

Christ Church Grammar 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 Principles for Child Safe Organisations

School Education Act 1999 (WA)

Working with Children (Criminal Record Checking) Act 2004

Code of Ethics

Code of Conduct for all Staff, Contractors and Volunteers

Code of Conduct for all Staff – How to Comply

Child Safety and Wellbeing Policy

Child Protection and Mandatory Reporting Policy

Duty of Care for Students Policy

Privacy Policy

Work Health and Safety Policy

# 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. The 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, Child Protection and Family Services.
3. The requirement to participate in an Induction program and any other training that may be subsequently deemed appropriate.
4. A statement about the need to uphold the School's values and standard 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 and the requirement not to disclose to any party, confidential information that they have access to in accordance with the Privacy Policy.
6. A statement about the retention of the volunteer's personal information and use of the same 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.

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