



HERITAGE COLLEGE

POLICY DOCUMENT

Policy No. E5 MANAGEMENT	Title Volunteers	Effective Date: Feb 2020 <hr/> Review Date: March 2022 <hr/> Number of Pages: 3
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*“Every man according as he purposeth in his heart, so let him give; not grudgingly or of necessity; for God loveth a cheerful giver”
2 Corinthians 9:7*

- 1. Purpose**
This policy outlines the principles and processes involved in the recruitment, selection and training of volunteers within the College.

- 2. Policy Statement**
Heritage College appreciates the involvement of volunteers in a wide variety of roles within the College. The College is committed to the principles of child safety when recruiting, selecting and training volunteers.

- 3. Context**
 - 3.1. This policy complies with the College’s obligations under the *Children’s Protection Act 1993*, including:
 - 3.1.1. Sections 8B to 8D – Child Safe Environments and Criminal History Assessments for people working with children
 - 3.1.2. Section 11 - Mandatory Reporting
 - 3.2. This policy also complies with the Department of Education and Child Development guidelines on Child Safe Environments contained in “*Principles of Good Practice*”,) and Protective Practices (2017).

- 4. Areas of Involvement of Volunteers**
 - 4.1. The College benefits greatly from volunteers who assist in areas of the school’s operation including (but not limited to) classroom support for students and teachers; buildings and grounds maintenance; administrative assistance; catering and hospitality; fundraising; library assistance; and camps and transport.

- 5. Recruitment of Volunteers**
The recruitment of volunteers may be initiated in a number of ways including:
 - 5.1. Personal approach to a volunteer by a staff member
 - 5.2. Requests for assistance through parent or community structures (e.g. P&F)
 - 5.3. Requests through the College newsletter
 - 5.4. Individual asks to volunteer to a member of staff and fill in a volunteer application form.

- 6. Screening and Selection Processes**
 - 6.1. Knowledge of potential volunteers will be screened for their suitability to work at the College and/or with children by the Principal in conjunction with leadership.
 - 6.2. Volunteers, if not involved in a one off event or for less than 7 days annually and does not involve any close student contact other than with their own child, will be checked against the Working With Children Check database and linked to the school if they already have a current check otherwise an e-mail will be sent from the College to enable them to get a Working With Children Check (WWCC) completed.

- 6.3. Once the Volunteer WWCC is processed the next stage with training and induction can be conducted.

7. Training and Induction

- 7.1. Volunteers must participate in house training that is made available every term to be involved in activities outside of the classroom.
- 7.2. Volunteers have to fill in a declaration and agreement form that is signed off by the Principal.
- 7.3. Volunteers then have an induction of what is required with the relevant member of staff that they are helping.

8. Management of Volunteers

- 8.1. The appointment and management of volunteers will be the responsibility of the Principal and may be delegated operationally to the Learning Support Leader or other delegate.
- 8.2. The Principal reserves the right to refuse offers of volunteering or to terminate the involvement of a volunteer at their discretion.

9. Legal Responsibilities

- 9.1. The *Volunteers Protection Act 2001* provides some protection for volunteers working within the College. The Act effectively transfers liability from an individual to the College and limits the ability for proceedings to be brought against the individual as long as the act or omission was made in good faith and without recklessness in carrying out the voluntary work for the College.
- 9.2. Protection of immunity from personal civil liability under the Act does not extend to:
 - 9.2.1. A liability that falls within the ambit of a scheme of Compulsory third-party motor vehicle insurance or a liability for defamation
 - 9.2.2. Work significantly impaired by a recreational drug
 - 9.2.3. Acting known or ought to have known they were acting outside the scope of activities authorised by the College
 - 9.2.4. Acting or ought to have known they were acting contrary to instructions given by the College
 - 9.2.5. Reporting Abuse and Neglect
 - 9.2.6. Confidentiality of information
 - 9.2.7. Emergency procedures
 - 9.2.8. Duty of Care responsibilities
 - 9.2.9. Protective Practices

10. Related Policies and Procedures

- 10.1. Volunteer Application Form
- 10.2. Volunteer Declaration & Agreement Form
- 10.3. Heritage College Handbook (updated annually)
- 10.4. Staff Handbook (updated annually)
- 10.5. Policy F3: Child Protection Policy and Manual
- 10.6. Volunteers Protection Act 2001
- 10.7. Child Protection Handbook

Document History

2000?	Policy written
18/5/05	Reviewed, updated and approved by Council
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