



Policy Statement

VOLUNTEERS & VOLUNTEER ACTIVITIES

DATE: March 2018

A volunteer is a person who undertakes defined activities for the common good and without payment from the college. Volunteers make a considerable contribution to the college community by giving their time and sharing their skills and expertise with others. Examples of volunteer work within the college include:

- College Council membership;
- coaching and managing sporting teams;
- assisting with theatre and musical productions;
- canteen/barbeque duty;
- reading and learning support;
- assisting on excursions and overnight camps; and
- assisting with college events and functions.

Volunteers may be members of the parent/grandparent body or from the wider college or local community. When considering the role of volunteers in the college we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students.

St Martins Lutheran College's Policy

St Martins Lutheran College recognises the value of volunteers in contributing to the college community. Volunteers may have a wide range of interests, skills and abilities that are able to complement our programs, thus giving a wider range of interactions and experiences to our students.

It is our policy to:

- welcome the involvement of community members in providing assistance within the college;
- provide all volunteers with a safe working environment;
- publicise volunteer opportunities throughout the wider college community so as to provide all interested people with the opportunity to volunteer;
- ensure that the contribution of volunteers aligns with the college's vision and mission;
- provide training through a detailed orientation and induction process;
- provide appropriate support and/or instruction to volunteers to help them carry out their tasks at the college;
- meet the requirements of all relevant legislation, particularly legislation that pertains to matters of workplace safety and child protection; and
- publicly recognise the contribution of volunteers within the college.

Volunteer Recruitment

St Martins Lutheran College will recruit volunteers on a proactive basis in order to encourage the involvement of the college community.

Prior to commencing their volunteer work, all volunteers should be interviewed on an informal basis to assess their suitability for the tasks they will be given and to provide the volunteer the opportunity to ask any questions they have.

Reference checks may be undertaken, if deemed necessary.

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Child-Related Employment Screening

In certain circumstances volunteers (including parent volunteers) are required by law to undergo Child-Related Employment Screening.

For more details as to the requirement for volunteers to undergo the screening process, refer to our policy Child Protection – Child-Related Employment Screening (this can be viewed at the College).

General Guidelines for All Volunteers

Volunteers are required to:

- carry out tasks in a manner consistent with college expectations, including the maintenance of a professional, cooperative and confidential working environment;
- take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others;
- carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake;
- cooperate with the reasonable policies, procedures and instructions given by the college;
- refer all student concerns or behavioural issues to the college;
- notify the college as early as possible if they are unable to fulfil their volunteer commitment; and
- report all workplace safety incidents or injuries to the college.

Volunteers must not:

- work unsupervised with students unless they have been screened in accordance with the procedures for dealing with Direct Contact Volunteers;
- be involved in toileting students or assisting with change rooms/sick rooms;
- encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or
- engage in behaviours that breach our Equal Employment Opportunity and Anti-Discrimination Policy;
- breach matters of student or staff confidentiality, commercial in-confidence matters or the principles of the Privacy Policy; or
- display bullying or intimidating behaviours towards students or staff.

Orientation and Induction

Clear and current job descriptions are created for all volunteer positions and the tasks to be performed by volunteers should be clearly delineated, the volunteer position description could include a:

- summary of the position;
- title;
- listing of responsibilities and duties;
- any training requirements;
- the time commitment needed; and
- the name and contact details of their supervisor.

Volunteers have access to an orientation and induction process that introduced them to the college environment. They are provided with the volunteer position description, relevant sections of the induction program and the staff handbook provided to new staff. Induction covers the following topics and the policies and procedures that the college has put in place to meet their obligations:

- child protection;
- duty of care to students;
- St Martins Lutheran College's code of ethics;
- work health and safety;

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- confidentiality and privacy;
- reimbursement of out of pocket expenses;
- training; and
- complaint management.

Supervision

St Martins Lutheran College ensures that volunteers are appropriately supervised. The level of supervision will vary with the work performed. When the volunteer has direct contact with children and students, the volunteer must be visible to a staff member at all times. This means that a staff member must be able to quickly and easily view the volunteer from within their work area.

If a volunteer assists in the transport of students, their supervisor ensures that the volunteer has a current drivers licence, insurance and that the vehicle is registered.

As it is not possible to describe all possible scenarios in which volunteers will be working with children, staff must make a judgement call as to the relative risks of each situation, keeping in mind that their duty of care to children is paramount and takes priority over other considerations.

Record Keeping

The College maintains confidential records of their volunteers in a secure location, including:

- contact details of the volunteer (name, address, date of birth and emergency contact information). This information should be also be kept in an accessible place, separate to the confidential records in relation to the volunteer;
- screening process documentation;
- volunteer position role description;
- confirmation that the volunteer has participated in orientation and training, including a child protection information session;
- records for the dates and hours worked by the volunteer;
- rolls kept of the students working with the volunteer;
- supervisor details
- dates and details of any concerns raised by the volunteer and action taken;
- dates and details of any concerns raised by others about the volunteer and action taken;
- any changes to the original work description and additional screening if conducted;
- a copy of the volunteer's child-related employment screening details (if applicable);
- the name of the volunteer's supervising teacher;
- a copy of any complaints that have been raised against the volunteer;
- the work undertaken by the volunteer including details of any unscheduled activities and off-site excursions; and
- training undertaken by the volunteer.

Insurance Arrangements for Volunteers

Covered under public liability insurance.

Workers' Responsibility

All workers are responsible for:

- following the guidelines as set out in this policy;
- providing induction training to volunteers where requested to do so;
- properly supervising any volunteer where they have been nominated as the supervising staff member; and
- immediately reporting any matters of concern relating to volunteers.

Implementation

This policy is implemented through a combination of:

- staff training;
- identification of volunteer activities;
- publication of information in relation to volunteer activities;

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- volunteer Agreements, screening, induction training, supervision;
- effective complaints handling procedures;
- effective incident notification procedures; and
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member breaches this policy St Martins Lutheran College may take disciplinary action, including in the case of serious breaches, summary dismissal.

Where a volunteer breaches their obligations, the college may ban the individual concerned from engaging in further volunteer activity on behalf of the college.

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