



VIC-EDU-P-054 Volunteer Policy

1. Policy Scope

This policy applies to all people who would like to volunteer at MacKillop Education and for the MacKillop Education staff who will be overseeing their recruitment and work.

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, parents/guardians/carers, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

To outline the processes that MacKillop Education will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

Policy statement

MacKillop Education is committed to implementing and following practices which protect the safety and wellbeing of children and young people, staff, contractors and volunteers. MacKillop Education recognises the valuable contribution that volunteers provide to our school community and the work that we do.

Volunteering provides benefits for the volunteer as well as for the school community. There are many reasons why people volunteer, such as:

- Connecting with other people
- Being active in the community
- Feeling good about giving back
- Finding pathways to job, study or training opportunities
- Developing new skills or getting experience in different roles.

Volunteer procedures, are supported by MacKillop Family Services and, are designed to ensure that MacKillop Education's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Definitions

Child-connected work	Work authorised by the governing authority performed by an adult in a school 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/guardian, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father or mother or father in-law, grandparent, uncle or aunt, brother, or sister, including step or half siblings.
Volunteer	A person who performs work without remuneration or reward for the school in the school environment
School work	School work means: <ul style="list-style-type: none">• Any activity carried out for the wellbeing of a school, by the school advisory council, or association or any other body organised to promote the welfare of the school• Any activity carried out for the wellbeing of the school at the request of the Campus Principal or school advisory council• Providing assistance in the work of the 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 (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.

3. Implementation

Becoming a volunteer

On occasion MacKillop Education will ask for volunteers to assist with a specific event. Members of our school community who would like to volunteer are encouraged to contact the Campus Principal or approach the Key Teacher to enquire about volunteering. Alternatively, sometimes MacKillop Education is contacted by members of the public who would like to volunteer.

To recruit volunteers for a sustained role (five or more sessions), the Campus Principal will liaise with the Volunteer Coordinator at MacKillop Family Services to create a position description and complete recruitment and induction process as outlined in the *VOL-M-001 Volunteer Involvement Manual*.

Suitability checks including Working with Children Checks

Volunteers on-site or at school activities during school hours when students are present

To ensure that MacKillop Education meets its legal obligations under the *Working With Children Act 2005* (Vic) and Ministerial Order 1359, MacKillop Education is required to undertake suitability checks.

Volunteers are required to obtain a Working With Children Check (WWCC) or VIT registration and provide their details to staff in the school office for verification in the following circumstances:

- **Volunteers who are not parent/guardian/carer/family members** of any student at the school are required to have a WWC Check or VIT registration if they are on-site during school hours when students are present .
- **Parent/guardian/carer/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.

In addition, depending on the nature of the volunteer work, MacKillop Education 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.

Volunteers on-site outside of school hours

On some occasions, guardians and other members of the school community may volunteer to do work on-site outside of school hours. For example, community working bees, that occur on the weekend when unaccompanied children will not be present.

Volunteers for this type of work are not required to have Working with Children or other suitability checks. However, MacKillop Education reserves the right to undertake suitability checks, at the discretion of the Campus Principal.

Induction for Volunteers

Volunteers will receive an induction regarding child safety and wellbeing that is appropriate to the nature of the role, and which includes:

- Information on the child safety code of conduct, and
- Where relevant to the role, the child safety and wellbeing policy and the procedures for managing complaints and concerns related to child abuse.

Training for Volunteers

Volunteers will be equipped with the knowledge, skills and awareness required to keep children and students safe, appropriate to the nature and responsibilities of their role. When determining the type of training and information to provide volunteers, consideration will be given to whether it is reasonable and necessary to include training and information on:

- a) the Child Safety and Wellbeing Policy of the school
- b) the Child Safety Code of Conduct of the school
- c) guidance on how to recognise indicators of child harm including harm caused by other children and students
- d) guidance on how to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm
- e) guidance on how they can contribute to building culturally safe environments for children and students
- f) guidance on any obligations they have relating to information sharing and recordkeeping
- g) guidance on how to identify and manage child safety risks relevant to the role the volunteer will undertake, without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.

Campus Principals are responsible in ensuring that ongoing volunteers receive and participate in relevant, annual training to ensure their skills and knowledge is current.

Public liability insurance

MFS Public Liability insurance covers volunteers as outlined in *BF-P-021 Insurance Procedure*.

4. Responsibilities

Compliance, monitoring and review

Volunteers

Volunteers will be expected to comply with any reasonable direction of the Campus Principal (or their nominee). This will include the requirement to follow MacKillop Education's policies, including, but not limited to our *VIC-EDU-P-001 Child Safety and Wellbeing Policy*, our *VIC-EDU-P-002 Child Safety Code of Conduct* and *VIC-EDU-P-051 Guardian Code of Conduct*.

Volunteers in a sustained role will also be expected to comply with the expectations set out in the *VOL-M-001 Volunteer Involvement Manual*.

Campus Principals

The Campus Principal has the discretion to determine the suitability of a volunteer worker and may decide at any time whether or not a person is suitable to volunteer at MacKillop Education.

The Campus Principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

MacKillop Education will provide any appropriate induction and/or training for all volunteer workers. The Campus Principal (or their nominee) will determine what induction and/or training is necessary depending on the type of work the volunteer will be engaged in.

5. Related legislation, policy, guidelines and resources

- BF-P-021 Insurance Procedure
- Guidelines on the Engagement of Volunteers in Catholic Schools (cecv.catholic.edu.au)
- VIC-EDU-P-001 Child Safety and Wellbeing Policy
- VIC-EDU-P-002 Child Safety Code of Conduct
- VIC-EDU-P-032 Working With Children Check Policy
- VIC-EDU-P-056 Visitors Policy
- VIC-EDU-P-051 Guardian Code of Conduct
- VOL-M-001 Volunteer Involvement Manual
- WHS-M-01 Work Health and Safety Practice Manual

6. Approval and Review Details

This policy will be communicated to the MacKillop Education school community and will be published on the MacKillop Education website.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	12 December 2023
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 December 2026
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