

Volunteer Policy

Brighton Primary School

1542

Purpose

To outline the processes that Brighton Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteer workers in schools.

Scope

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

Definition

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, 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 school work 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, any parents' club 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 or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

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.

Policy

Brighton Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Brighton Primary School acknowledges the importance of volunteers at your school and the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Brighton Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Compensation

Personal injury

Volunteer workers are covered by the Department of Education and Training's Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.

Property damage

If a volunteer school worker suffers damage to his or her property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances. Claims of this nature are to be directed to the Department's Legal Division:

The Manager
Liability Services Unit
Executive and Ministerial Services
Department of Education and Early Childhood Development
Level 3, 2 Treasury Place
East Melbourne 3002

Related policies

- Visitors Policy,
- Child Safety Code of Conduct and Child Safe Standards
- Working With Children Check

Related legislation

- *Education and Training Reform Act 2006* - sections 5.6.2, 5.6.3
- *Workers Compensation Act 1958*
- *Wrongs Act 1958* – section 37(1)

This policy was last ratified by School Council – September 2019

To be reviewed in 2022