



VOLUNTEER POLICY

Clifton Hill Primary School

2017

PURPOSE

To ensure volunteers approved to work with children meet legal requirements.

BACKGROUND

Schools are required to assess and verify the suitability of volunteers who will work with children including requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check (WWC Check); however if a volunteer's occupation exempts them from the requirement to also have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim for an exemption.

In addition to a WWC Check a school may also consider it necessary that a criminal record check is conducted through the Department. This may occur when possible offences are relevant to the duties of the volunteer, for example dishonesty offences, which are not part of the WWC Check. The school covers the cost of the criminal record check, for example for parents going on school camps.

DEFINITION

A volunteer school worker is a person who without payment or reward voluntarily:

- engages in:
 - school council functions
 - activities for the welfare of the school at the request of the principal or school council
 - school work, excursions, camps and sporting events
- attends state or regional meetings.

COMMENCING VOLUNTEERING

A volunteer can commence work in a school when they provide a receipt as proof they have applied for a WWC Check with the Department of Justice.

WORKING WITH CHILDREN CHECK

The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

Note: WWC Checks for paid employment can be used to show suitability for volunteer work.

IMPLEMENTATION

To ensure the safety of children at Clifton Hill Primary School, all volunteers will:

- Be advised that they need a WWC Check before they can undertake volunteer activities such as working in a classroom, attending excursions and school camps
- All volunteers attending overnight excursions or camps must have a criminal record check
- Provide a receipt as proof they have applied for a WWC Check with the Department of Justice to the school office
- Be listed on a school file in order to keep a record of WWC Checks and expiry dates
- Staff to check school file to ascertain whether or not a volunteer has a current WWC Check prior to the volunteer working with students
- Be provided with a copy of the School's Child Safety - Code of Conduct to ensure that they are aware of required behaviour when working with children

Ratified by School Council June 2017

Review: 2020