Help for non-English s2e5 4 9Efg

• 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 (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Richmond Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Richmond Primary School recognises the significant contribution that volunteers provide to our school community. We are grateful for the time and energy volunteers invest and acknowledge that such contributions enrich the school experience for both our students and staff.

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

Members of our school community who would like to volunteer are encouraged to:

- contact the front office and enquire about the numerous opportunities at the school for volunteering; and
- discuss their availability with their child teacher.

## COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

<u>COVID-19 Vaccinations Visitors and Volunteers on School Stes</u>

## Working with students

Richmond Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and programs. To ensure that we are meeting our legal obligations under the and the Child Safe Standards, Richmond Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of\*nBT/F1 11.04 Tf=T60 1 436.15 13.66 Tm0 g0 [G,]) T#T60. 841.92 reW\*nBT/F1 11.04 Tf1 0 0 1 2.024 144.62 Tm0 g0 Considering our legal obligations, and our commitment to ensuring that Richmond Primary School is a child safe environment, we will require volunteers to obtain a WWC Dearance and produce their valid card to staff at the Front Office for verification in the following circumstances:

- Volunteers who are <u>not</u> parent/family members of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- Parent/family volunteers who are assisting with any classroom or school activities involving direct contact with not participate in, the activity.
- Parent/family volunteers who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- Parent/family volunteers who regularly assist in school activities, regardless of whether their own child is participating or not
- Parent/community School Council members sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school 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.

## Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, assisting with the preparation and planning of Richmond Primary School events, volunteering on the weekend for gardening, maintenance and working bees, during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Gearances or other suitability checks as they are not engaged in child-related work and children are not generally present 5s687/3 TmO [car)13(e)-3(n).

Prior to any volunteering position, Richmond Primary School requires individuals to undertake a volunteer course run by . Information about this course can be obtained from the ice.

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to:

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to the Office Manager to ensure they are managed in accordance with the Department's policy: <u>Records Management</u> <u>Schools.</u>

Compensation Policy if they suffer personal injury in the course of engaging in school work.

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Qaims of this nature should be directed to the principal who will direct them to the

bility insurance policy applies when a

volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
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This policy will be communicated to our school community in the following ways.

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- Included in induction processes for relevant staff
- Discussed in an annual staff briefing/meeting
- •

Department policies:

- Equal Opportunity and Anti-Discrimination
- Child Safe Standards
- Privacy and Information Sharing
- Records Management School Records
- <u>Sexual Harassment</u>
- Volunteers in Schools
- <u>Volunteer OHSManagement</u>
- Working with Children and Other Suitability Checks for School Volunteers and Visitors
- Workplace Bullying

Policy last reviewed	September 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	April 2W*nB.92 I # reW*nBT/F1 11.04 Tf1 0 0 1 766