



Work Safe Policies

Volunteer Management Policy and Procedures

Introduction

We are committed to complying with our Work Safe requirements.

Purpose and Objectives

Volunteers make a considerable contribution to the School community by giving their time and sharing their skills and expertise with others. Volunteers may be members of the parent/guardian body, from the wider School or local community. When considering the role of volunteers in the School we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students.

Scope

This Policy and its Procedures apply to all staff, volunteers and contractors at the school.

Examples of volunteer work within the School include:

parent volunteers

Responsibilities

All workers must:

- follow the guidelines as set out in this Policy
- not permit a volunteer to perform volunteer activities unless the volunteer has been approved in accordance with the procedures set out in this Policy and our Working with Children Checks Policy
- provide induction training to volunteers where required by law to do so (refer to our Child Safety Training policy)
- properly supervise any volunteers where they have been nominated as the supervising staff member
- immediately report any matters of concern relating to volunteers.

Policy

Sunshine Christian School recognises the value of volunteers in contributing to the School community by giving their time and sharing their skills and expertise with others. 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 School
- provide all volunteers with a safe working environment
- publicise volunteer opportunities throughout the wider School community so as to provide all interested people with the opportunity to volunteer
- ensure that the contribution of volunteers aligns with the School's vision and mission
- provide appropriate support and/or instruction to volunteers to help them carry out their tasks at the School
- meet the requirements of all relevant legislation, particularly legislation that pertains to matters of occupational health and safety and child safety
- publicly recognise the contribution of volunteers within the School.

Procedures

Volunteer Safety

Under OHS legislation, the School is responsible for the health and safety of volunteers while they are carrying out activities authorised by the School. This includes:

- activities involving volunteers will be subject to the same process of risk assessment and management undertaken in relation to activities involving employees
- the School will take all reasonable steps to eliminate or minimise the risks to health and safety to which volunteers may be exposed
- volunteers will not be expected to take primary responsibilities for activities with significant foreseeable risks
- volunteers will be provided with safety inductions covering identified hazards, safe work procedures, emergency procedures including first aid, and procedures for notifying the School of hazards, incidents, and injuries
- volunteers will be provided with the appropriate training and Personal Protective Equipment (PPE);
- a nominated supervisor for each volunteer, as the main contact point for guidance, queries and feedback
- suitable insurance will be arranged to cover volunteers in case of injury while assisting the School.

Types of Volunteer Activities

Given the potential diversity of volunteer activities as well as the risks associated with these activities, we categorise volunteers as either “Direct Contact Volunteers” or “Indirect Contact Volunteers”. Refer to our Child Safety Program.

Ultimately it is the responsibility of the Principal as to how a volunteer activity is categorised.

The distinction between the two types of volunteer activities is important as it determines the level of screening, induction and supervision that is required to be undertaken by the School as part of the Child Safety Program.

Working with Children Checks

For details about the requirement for certain volunteers to undergo Working with Children Checks, refer to our Working with Children Checks policy.

General Guidelines for All Volunteers

Volunteers are required to:

- carry out tasks in a manner consistent with School expectations, including the maintenance of a professional, cooperative and confidential working environment
- take reasonable care for their own health and safety and ensure they do not 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 School
- refer all student concerns or behavioural issues to the School
- notify the School as early as possible if they are unable to fulfil their volunteer commitment
- report all workplace safety incidents or injuries to the School.

Volunteers must not:

- work unsupervised with students unless they have been screened in accordance with our Working with Children Checks Policy
- be involved in toileting students or assisting with change rooms/Insert Name of First Aid Room or Similar (e.g. sick bay, first aid room)s
- 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)
- display bullying or intimidating behaviours towards students.

Record Keeping

The School will at minimum maintain the following records:

- a copy of the volunteer's Working with Children Check (if applicable) and any other background checks required by our Child Safety Program
- the name of the volunteer's supervising staff member
- 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.

Implementation

This Policy is implemented through a combination of:

- staff training
- identification of volunteer activities
- publication of information in relation to volunteer activities including the Child Safety Code of Conduct
- effective induction training (where required) and supervision
- effective complaints handling procedures
- effective incident notification procedures
- initiation of corrective actions where necessary.

Breach of this Policy and Procedures

Where a staff member breaches this Policy, Sunshine Christian School may take disciplinary action. If a Volunteer breaches this Policy, the School may discontinue its engagement of the Volunteer.

Definitions

Term	Definition
Volunteer	A volunteer is a person who works without payment or financial reward for Sunshine Christian School.

Source of Obligation

This section is not applicable.

Related Policies and Procedures

There are no related policies applicable to this Policy.

Related Forms and Documents

- [Indirect Contact Volunteer Agreement](#)
[Direct Contact Volunteer Agreement](#)

References

There are no applicable references for this Policy.

Policy History and Schedule

Insert Policy Control/Administration Information