



## Volunteer Workers

### Purpose

Volunteers perform many meaningful roles in supporting the school, students and teaching staff at Pomonal Primary. This policy aims to set out the types of activities that volunteers may be engaged in, their rights and responsibilities as volunteers and associated departmental requirements.

Volunteer workers may be engaged at the school for a number of reasons, including:

- Working Bees
- Fund raising events such as School Fetes or Art Exhibitions
- Working in the classroom
- Sports events
- Excursions
- Working in the school grounds
- Other curricular related activities

### Induction

Prior to a volunteer worker commencing, the Principal will ensure that they provide an appropriate induction to both the school and the specific task/s that the volunteer will undertake, including:

- A written outline of the task/s, including the limits set for the task. For on going volunteers a process for recording and maintaining a record of attendance and a system for regular review will also be outlined.
- Undertaking the Volunteer Work and Working Bee OHS Induction Checklist (Appendix A).
- Requesting evidence that the volunteer has a valid Working with Children (WWC) check unless exempt (see below).
- Requesting information / evidence that the volunteer is fit for the purposes of the task they are volunteering for (see Volunteer Registration Form at Appendix B).

### Working with Children (WWC) 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: WWC Checks for paid employment can be used to show suitability for volunteer work.

If a parent is volunteering in an activity in which their child participates, they do not need a WWC Check. However, parents without a valid WWC Check will not be able to volunteer if the activity requires the parent to be unsupervised with children without a teacher (this may include school excursions, camps, use of vehicles to transport students and small group classroom activities etc).

### **Legal Action**

Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

### **Property Damage**

If a volunteer school worker suffers damage to their property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances.

### **Personal injury**

Volunteer school workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work<sup>1</sup>.

### **Insurance**

"Voluntary" work carried out to meet Centrelink requirements may be eligible for Federal Insurance. The Volunteer should check their eligibility.

**School Council Endorsement:** 21 June 2016

**Policy review date:** May 2019

---

<sup>1</sup> For further information see School Policy & Advisory Guide, Public Liability Insurance. Available at <mailto:http://www.education.vic.gov.au/school/principals/spag/finance/Pages/publicliability.aspx>

## Appendix A



### Volunteer Work and Working Bee OHS Induction Checklist

Workplace Details	
Name of workplace:	Date:

1. General OHS Induction	✓
DEECD Occupational Health and Safety Policy	
Hazard, incident and near miss reporting procedure	
Awareness of potential hazards in the immediate work environment (e.g. manual handling) and applicable risk controls	
Location of First Aid Rooms/kits	
Introduction to First Aid Officer(s)	
Emergency Procedures	
Location of amenities	
Security and access arrangements	
Required conduct/behaviour (e.g. no smoking, offensive language)	
Hazardous Substances and Dangerous Goods stored on site	
Current Asbestos Management Plan, Division 5 Asbestos Audit Report and Asbestos Register	
Traffic Management Plan	

2. Job Specific Induction	✓
Safe Work Method Statement and Permit to Work are required for high risk tasks (e.g. welding, confined space entry, working at heights and destructive or asbestos based works)	
Personal Protective Equipment (Hearing protection, Gloves, Glasses etc.) has been provided	

3. Signatures	
<b>Workplace Manager/Working Bee Coordinator</b>	
Name:	Sign:
<b>Staff/Volunteers</b>	
Name:	Name:

Pomonal Primary School  
Policy Document

Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:

*Workplace Manager and/or Management OHS Nominee are to maintain completed forms and store in file.*

## Appendix B

### Registration Form Regular / Non-Parent Volunteers

Personal Information	
Name:	
Address:	
Contact Number:	
Working with Children (WWC) check	
Have you completed a WWC check? Please attach evidence <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle	
Will your volunteer activities require you to drive a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current drivers license and full comprehensive insurance? Please attach evidence	
Car license: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Bus license: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other license held <input type="checkbox"/> Yes <input type="checkbox"/> No	
(Please specify) .....	
Medical	
Do you have a medical condition that may impact your ability to perform the task/s you have volunteered for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details	