

## Volunteers Policy

### Underlying Principles

The school and its children benefit greatly from the efforts of volunteers. We believe that while it is highly desirable to expand the use and the roles of volunteers in the School, the School must exercise its responsibility with respect to the safety and wellbeing of students, staff and volunteers and visitors.

A Volunteer is any member of the community that acts in an official capacity with activities such as camps, excursions, demonstrations, lessons, electives etc.

Before 9.30am in the morning and after 3.10pm in the afternoon parents accessing the school (to communicate with staff, drop off/collect students) do not need to be Registered Volunteers. They also do not need to sign in at the front office. Parents assisting with reading in the classrooms before 9.30am also do not need to be Registered Volunteers as they would be assisting in an area that is under the direct supervision of a staff member at all times.

### Policy

1. Activities arranged by School staff and undertaken by visitors or volunteers must be planned and conducted in a manner that is within the scope of ability and expertise of those people, and does not threaten the health or welfare of students.
2. All visitors and volunteers must present themselves to the School Office on arrival and sign in.
3. Badges shall be issued to visitors. This will provide easy identification of those people, and bring into question any persons on School grounds not wearing an appropriate badge.
4. Registered Volunteers are required to have a current National Police Check and undertake 'Valuing Safe Communities Training for Volunteers and Relief Staff' which will be conducted on site under staff supervision.
5. In addition to 'Valuing Safe Communities Training for Volunteers and Relief Staff' (which is a Lutheran Church of Australia training package and requirement) registered volunteers at Immanuel must undertake a site specific training module that address contextual matters to Immanuel which will be delivered by school staff.
6. The NPC and VSC Training will be current for a period of three years. Monitoring of the currency of these rests with the volunteers, however the school will keep records of people having undergone the training and the currency of NPC records. Office staff will check National Police Certificate for suitability for working with children (only).
7. The school will not keep copies of National Police Certificates, but will log their currency, due to privacy requirements.
8. When selecting people to support camps and excursions, school staff will consider:
  - Balancing gender needs
  - Skills and expertise of volunteers available
  - Access and opportunity to a wide variety of parents/caregivers



## **Bases of Discretion**

- 1: When a person has applied for NPC and due to matters beyond their control a certificate has not been issued and the person wishes to act as a Registered Volunteer, the Principal may accept a Statutory Declaration citing their suitability to act as a registered volunteer. Similarly, where a proposed volunteer is not able to access the 'onsite' training offered, it may be acceptable to complete the training 'on-line' and supply proof of having completed it.
- 2: Volunteers who have undertaken 'Valuing Safe Communities Training for Volunteers and Relief Staff' in other sites can use that accreditation, so long as it is current. Similarly, volunteers who have completed and are certified in the LCA Level 2 Safe Place Training package or Child Safe training package need not do the 'Valuing Safe Communities Training for Volunteers and Relief Staff' however they must still complete the site specific training module that addresses contextual matters to Immanuel and will be delivered by school staff.

## **Resources**

- 1: The School shall maintain a supply of badges for volunteers and visitors.
- 2: The School will have appropriate volunteering information stored on the school website – matters such as Child Abuse Reporting phone numbers.
- 3: The School will ensure it uses the latest Lutheran Church of Australia Valuing Safe Communities training packages.
- 4: The School Office shall maintain a register of registered volunteers. This list is available to staff on the School's intranet.