

Mernda Hills Christian College

Volunteers Policy



Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Gilson College					
	Jul 2019	Jul 2019	<ul style="list-style-type: none">General review	Exec Leaders	Gilson College Council
Mernda Hills Christian College					
1	May 2023	January 2024	<ul style="list-style-type: none">General ReviewAdded ref. to new MO 1359 Child Safe Standards	Exec Leaders	Exec Leaders

Rationale

Volunteers add to the human resources available to Mernda Hills Christian College and consequently they deserve encouragement, effective management, support and recognition. At the same time volunteers should be subject to the same expectations as all other staff.

Implementation

1. Volunteers are anyone outside of the College staff and student body who contributes human resources to the College without remuneration.
2. Volunteers should be actively encouraged to partake in school activities and may be invited to do so for particular events.
3. Training for volunteers in the College Child Safe policies and practices will be carried out before volunteers are invited to take part in College activities on or off campus.
4. All volunteers working at the College are required to provide a current, satisfactory Working With Children Clearance (WWCC) prior to their participation. A copy of the WWCC is kept on file in College WWCC Register
5. Under Ministerial Order 1359 and the eleven Child Safe Standards, volunteers working at the College are required to read, agree to and sign the College Community Code of Conduct (COC) prior to participation. A copy of the COC is kept on file in College records.
6. The *Community Code of Conduct* along with the *College Statement of Commitment to Child Safety*, and *Child Safety and Wellbeing Policy* are available to all volunteers on the College website and SEQTA Learning Management System parent portal.
7. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, co-operative and confidential working environment.
8. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
9. Volunteers will be required to register at the administration office daily, and to wear a visitor's badge whilst in the school.
10. Volunteers will be invited to use the staff room and facilities.
11. The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for parents/carers, grandparents and other family members to be involved in specialist classes where applicable.
12. Volunteers will be provided with any professional development support, or instruction necessary to help them carry out their tasks at school in an effective manner.
13. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
14. Volunteers may be sought to assist with school camps and excursions. Volunteers assisting with school camps and swimming programs must have the required qualifications (e.g. First Aid Certificate, etc.).
15. Volunteers engaged to escort students on interstate or overseas trips as part of the excursion staff, volunteers who will be engaged closely with students in a school production where staff supervision may not always be present, and volunteers who are not parents/carers of students will be asked to undertake additional screening processes including proof of identity (where this has not already been established), and references addressing suitability for working with children.
16. Individual or groups of volunteers may be highlighted each week in the newsletter, publicising their contributions to the school.
17. A morning tea or other similar events may be provided in Term 4 to thank volunteers for their contributions throughout the year.
18. Volunteer workers undertaking College work on behalf of, and with the approval of, the Principal or designee, are indemnified as to their personal liability in regard to damages or losses sustained as a result of their actions, in similar terms to that of teachers; apart from criminal actions.
19. A volunteer who suffers injury arising out of or in the course of engaging in any College work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995. Details should be discussed with the Principal or designee.
20. If the property under the control of a volunteer worker is damaged or destroyed in the course of, or arising out of the College work, the Principal may authorise reasonable compensation.
21. Volunteers who fail to adhere to the expectations placed upon them, or who fail to conduct their work in an acceptable manner may have their volunteer work cancelled.

Related Policies and Processes

- Child Safety and Wellbeing Policy, which includes Statement of Commitment to Child Safety

- Child Safe Protection Code of Conduct Policy
- OH&S Policy
- Reportable Conduct Scheme Document
- Workers Compensation Act 1995
- Working With Children Clearance Policy