



## **Purpose**

This Volunteer Policy outlines the expectations of volunteer school workers and the responsibilities of the School in managing volunteers to ensure a positive and effective partnership between the school and its volunteers.

Volunteers add to the human resources available to our School, 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.

## **Scope**

This policy applies to volunteers who perform their volunteer activities whilst the children are under the duty of care of School staff.

For the purposes of this policy:

- ‘volunteers’ are anyone engaged in ‘child-related work’ at the school or in educational based activities in an unpaid capacity, including ‘parent helpers’ in classrooms and other programs; and who has
- ‘Child-related work’ (as defined by the Worker Screening Act 2020 (Vic)), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person’s duties.

## **Application and Operation**

- All volunteers must undertake an appropriate induction program before they commence volunteer work. The induction program will include training on the Child Safe Standards and school policies and procedures related to Child Safety and Wellbeing . and its managed by the Schools HR.
- All volunteers who have direct contact with children must have a Working with Children Check (*or VIT card*). It is the responsibility of the volunteer to obtain the Working with Children Check. Copies of Working with Children Checks will be retained by the school. Should a volunteer’s occupation exempt them from the requirement to have a Working with Children Check then evidence of the exemption must be provided to the school.
- All volunteers on the campus are required to follow the school’s visitor sign in and sign out procedures (PassTab) prior to undertaking any activities.
- Volunteers are expected to behave in a manner which is respectful of the school as a learning environment and to respect the safety, privacy and autonomy of students, staff and parents of the school.
- All volunteers must abide by the Child Safety policy and the Child Safe Code of Conduct at all times, both at school and off-site when working with children.
- Volunteers will at all times work under the direction of an identified staff member.
- Volunteers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact

- Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.
- Concerns by staff or parents regarding the work of a volunteer should be raised with the Principal immediately. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
- A volunteer should not take unauthorised photos or videos or recordings of students on their personal device or mobile phone.
- The Principal may terminate any invitation to a person to assist as a volunteer.

### **Roles and Responsibilities**

All Volunteers should be registered with SAM4Schools. Key staff should note any new volunteers and add them to the School register.

#### **Key staff include**

- The EA to the Vice Principal (Berwick Campus)
- The EA to the Leadership Team (Officer Campus)
- The EA to the Head of the Junior School (Junior School and ELC)
- The HR / Payroll Officer (HR)
- The Events Officer (Engagement)

### **Communication**

This policy will be communicated to our school community by being made available on our School's website and on Nexus.

### **Related Policies and Resources**

Child Safety and Wellbeing Policy  
Child Safety Code of Conduct  
SAM4Schools Volunteer Register  
Working with Children Policy  
Worker Screening Act 2020 (Vic) (updated August 2025)

### **Review**

This policy was reviewed and approved by the Executive Team and it will be reviewed again no later than two years unless otherwise required.

Policy Owner	Human Resources
Effective Date	February 2026
Review Date	February 2028
Published	Website, Nexus