Rowville Primary School
Volunteers Policy

DET International CRICOS Code - 00861K

Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955

PURPOSE

To outline the processes that Rowville Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

DEFINITIONS

Child-related work: 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. It does not include work that involves occasional contact with children that is incidental to the work. *Closely related family member:* parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings. *Volunteer worker*: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school
- Attending meetings in relation to government schools convened by any organisation which receives government financial support.

IMPLEMENTATION

The procedures set out below are designed to ensure that Rowville Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Working with students

Rowville Primary School values the many volunteers that assist in classrooms, Stephanie Alexander Kitchen Program, Beyond Boundaries Adventure Program, school canteen, sports events, excursions and other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Rowville Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks

- **Volunteers who are not parent/family members** of any student at the school are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in the activity
- **Parent/family volunteers** who assist with excursions (including swimming), camps, sports events, and similar events, regardless of whether their own child is participating or not.

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. At Rowville Primary School, volunteers for this type of work will still be required to provide a valid WWC Check.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the Principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety Policy and Child Safety Code of Conduct.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The Principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Rowville Primary School.

All volunteers will be provided induction in relation to Rowville Primary School's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

Compensation

Volunteer workers are covered by the Department of Education and Training's Workers Compensation Policy if they suffer personal injury in the course of engaging in school work.

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances.

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

RELATED POLICIES AND INFORMATION

- Child Safe Policy
- Child Safety Code of Conduct
- Child Safety Induction – Volunteers (Attached)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2025
Approved by	Principal
Next scheduled review date	July 2027

ROWVILLE PRIMARY SCHOOL
Child Safety Induction Pack – Volunteers

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Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Rowville Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Rowville Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the North East Regional Office of the Department of Education and Training on 1300 338 691.

Induction materials – must read

This induction pack contains the Rowville Primary School website links for the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Rowville Primary School Volunteers Policy - https://www.rowvilleps.vic.edu.au/index.php/news/policies
- Rowville Primary School Child Safety and Wellbeing Policy - https://www.rowvilleps.vic.edu.au/index.php/news/policies
- Rowville Primary School Child Safety Responding and Reporting Obligations Policy and Procedures - https://www.rowvilleps.vic.edu.au/index.php/news/policies
- Rowville Primary School Child Safety Code of Conduct - https://www.rowvilleps.vic.edu.au/index.php/news/policies
- PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse
- PROTECT: Identify child abuse

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Principal with any comments or questions.