

# Volunteer Procedure

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## Introduction

St Francis Xavier Primary School seeks to provide a safe, open & nurturing learning environment for all students. The school acknowledges the value that volunteers play in a variety of learning, school based & community activities and actively encourages their participation.

To ensure the safety, wellbeing and protection of all students, St Francis Xavier Primary School maintains a comprehensive process for screening, authorising, instructing and working with volunteers which is outlined in this procedure.

St Francis Xavier Primary School takes its commitment to maintaining a 'Child Safe Environment' for all students and young people seriously and implores that all members of the school community, including volunteers, work with them to achieve this end.

## Scope

This procedure applies, in general terms to all parents, members of the school board or parent's association, student teachers, or individuals on work placement and any other person, who volunteer their services to the school.

## Definition

Volunteer: Any non-paid individual who provides support in educational, sporting, extra curricula or school community activities to the school. Their assistance is provided under the direction & supervision of identified school representatives.


Child Connected Work: 'Work authorised by the school's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present'.

## Procedure

Any parent, members of the school board or parent's association, student teachers, individual on work placement and any other person, who wishes to volunteer their services to the school must ensure that they participate in the following screening and induction process.

### Volunteer Pre-Authorisation Screening Requirements:

1. Prior to being considered for authorisation in any voluntary capacity by St Francis Xavier Primary School, all potential applicants must hold a current (within 5 years of issue) Working With Children's Check (WWCC). Candidates who do not maintain a current WWCC will not be permitted to conduct voluntary work on behalf of the school.
2. Upon receipt of a copy by the school of a current WWCC, the applicant will be provided with a copy of St Francis Xavier Primary School's 'School Community Child Safety Code of Conduct'. The applicant will be required to take their time to read and acknowledge their understanding, via signature, of the school's expectations and their responsibility to exhibit 'acceptable behaviours' whilst volunteering and conducting 'Child Connected Works' at all times.

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3. Upon receipt of an executed copy of the school's, 'School Community Child Safety Code of Conduct' the applicant will be required to provide to the school all relevant contact details including their residential address, telephone/mobile phone contact details and email address.

NOTE: The school may already be in receipt of these details.

4. Subsequent to this, the applicant will be provided with a briefing from a member of staff as to exclusion zones and restricted areas where volunteer access is not permitted. These areas may include the student toilets and the staff room. Information pertaining to the school's Emergency Management & Preparedness requirements will also be provided to the applicant at this time.
5. Prior to being authorised to volunteer by St Francis Xavier Primary School, applicants must read, complete and acknowledge their understanding via signature of the volunteer attendance requirements outlined in the school's 'Volunteer Duty Statement'. This Duty Statement must be returned to the school prior to the volunteer receiving authorisation.

#### **Volunteer Attendance & Participation Requirements**

6. It is the volunteers responsibility to remain familiar with the 'acceptable & unacceptable' behaviours outlined in the school's Child Safety Code of Conduct. They may be done by reading a copy previously provided, or by accessing the School Community Child Safety Code of Conduct via the school website.

All volunteers are reminded that any person suspected of breaching any obligation, duty or responsibility outlined in the Code of Conduct will result in immediate action to address the concern. Where deemed appropriate, a breach of this code of conduct may be referred to Victorian Police.


All volunteers also accept that St Francis Xavier Primary School may choose to cease individual volunteering arrangements at any time where a volunteer is in breach of the School Community Child Safety Code of Conduct or does not adhere to obligations outlined in the school's Volunteer Duty Statement.

7. Upon arrival at St Francis Xavier Primary School all volunteers must acknowledge their attendance by 'signing in' via the Visitor Book. It is the responsibility of all volunteers to also acknowledge their departure by signing out.

Where it is not practical to sign in for volunteer activities such as a Working Bee, the School Concert or Fete, it is the responsibility of all volunteers to make their attendance known to a member of the Leadership Team or the supervising staff representative.

8. Volunteers are required to wear a school visitor / volunteer lanyard whilst participating as a volunteer or undertaking 'Child Connected Works'. This lanyard must be visible at all times. Staff members are instructed to approach any adult, during school hours, on the school site who is not wearing a visitor / volunteer lanyard. These individuals will be escorted back to the Administrative Building where they will be required to sign in.

NOTE: Multiple breaches of this essential security requirement may result in the authorisation to the volunteer being revoked.

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9. Upon entering the school site for the purpose of voluntary work all volunteers must promptly report to the supervising staff member. Volunteers are not permitted to attend any other area of the school without the knowledge of the supervising staff member.  
NOTE: Multiple breaches of this essential security requirement may result in the authorisation to the volunteer being revoked.

10. Volunteers are not permitted to:

- I. Work in isolation with a student. The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment, in close proximity to a member of staff.
- II. Treat any member of staff, student, including their own, disrespectfully. This includes the use of inappropriate language, prejudice or oppressive behaviour or expressing personal views on cultures, race, ethnicity, sexuality or disabilities.
- III. Speak aggressively to a staff member or student, including their own child.
- IV. Disciplining student, including their own child.
- V. Disclose with any member of the school community, including their own children, confidential information obtained as a result of participating as a volunteer or in 'Child Connected Works'. (I.e... discussing with others a student's or young person's academic strengths or weaknesses).
- VI. Take photos or videos of students or staff members whilst volunteering or participating in 'Child Connected Works'.
- VII. Post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer.

If a volunteer has any comments or concerns they are reminded to bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team.

NOTE: Any volunteer who displays any of the abovementioned behaviours will have their authorisation to volunteer revoked.

## Volunteer Screening & Register

To ensure the currency of all authorised volunteers, St Francis Xavier Primary School maintains an electronic register that generates expiry notification of all Working With Child Checks, School Community Child Safety Code of Conduct & Volunteer Duty Statement.

All volunteers will receive notification at least four weeks prior to the expiration of Working With Children Checks, School Community Child Safety Code of Conduct & Volunteer Duty Statement. It is then the volunteer's responsibility to update the required acknowledgement and information.

WWCC - Register								Child Safety Code of Conduct (COC)				Volunteer Duty Statement (VDS)			
Surname	First Name	WWCC Number / MIT Registration	Relationship with School	WWCC / CSC Issue Date	Expiry Date (5 Years)	WWCC / CSC Renewal Due	Copy Taken	Child Safety Code Read & Signed	Expiry Date (1 Year)	CSC-COC Renewal Due	Copy Taken	VDS Read & Signed	Expiry Date (1 Year)	VDS Renewal Due	Copy Taken
Smith	Joe	123456-01	Volunteer	12/12/2012	12/12/2017	Overdue by 30 Days	Click to View	01/01/2016	31/12/2016	Overdue by 31 Days	Click to View	01/01/2016	31/12/2016	Overdue by 31 Days	Click to View
Smith	Belinda	654321-01	Volunteer	12/12/2011	30/12/2016	Overdue by 30 Days	Click to View	12/11/2015	11/11/2016	Overdue by 13 Days	Click to View	12/11/2015	11/11/2016	Overdue by 13 Days	Click to View
							Click to View				Click to View				Click to View
							Click to View				Click to View				Click to View

**Currency of Volunteers**

To ensure St Francis Xavier Primary School maintains a safe, open & nurturing learning environment for all students it is a requirement that all volunteers sign a copy of the School Community Child Safety Code of Conduct & Volunteer Duty Statement at least annually.

NOTE: Failure to maintain these essential security requirements will result in the authorisation to volunteer being revoked.

**Relevant Documents**

School Community Child Safety Code of Conduct

Volunteer Duty Statement

School Compliance Register