

# VOLUNTEER POLICY & PROCEDURES

## DIOCESE OF WAGGA WAGGA

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Policy Name	Volunteer Policy & Procedures
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Contact Person	Director of Schools
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Related Policies/Documents	<ul style="list-style-type: none"> <li>• Visitors on Site Policy &amp; Procedures</li> <li>• WHS Act 2011</li> <li>• WHS Policy</li> </ul>
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# VOLUNTEER POLICY & PROCEDURES

## Introduction

The Catholic Schools Office, Diocese of Wagga Wagga believes that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

## Definition of “Volunteer”

A “volunteer” is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers shall not be considered as employees of the School.

## The School’s Responsibilities

Schools in the Diocese of Wagga are committed to the Work, Health & Safety Policies that have been put into place to protect the safety and welfare of all students. The School accepts and affirms that this covers the practice of using volunteer workers within the school environment. Volunteers will only work in the School when approved by the Principal and only in approved areas. Schools must ensure that:

1. A staff member will be allocated to supervise a volunteer in each of the areas he/she works;
2. A register of current volunteers shall be kept;
3. Staff wishing to use the services of a volunteer shall check the volunteer register prior to their commencement;
4. Accurate records will be kept of a volunteer’s work details and training;
5. Volunteers will be provided with induction and training (where required) that will include:
  - a. Mandatory reporting;
  - b. Work, Health & Safety Procedures;
  - c. Duty of Care responsibilities to students;
  - d. Confidentiality requirements; and
  - e. Any training needed specific to the area of volunteer work.
6. Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status;
7. Changes to a volunteer’s area of work or time commitment will be made with full consultation;
8. Supervision teachers will be available to discuss volunteers’ concerns as they arise;
9. Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students;
10. The School will insure the Volunteer against injury suffered or caused due to negligence;
11. The School endeavours to provide a safe workplace; and

## The Volunteer’s Responsibilities

1. The volunteer’s most important responsibility relates to his/her duty of care to children. Students are a vulnerable group, and this vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they have experienced emotional/physical neglect.
2. For volunteers, respecting the rights of children means they must not:
  - a. work unsupervised with students;
  - b. be involved in toileting students or assisting them in change rooms/sickrooms;
  - c. have unsupervised contact with students during break times;
  - d. encourage affection from or dependency in students;
  - e. have intentional inappropriate physical contact with students; or
  - f. display bullying or intimidating behaviours towards students.

3. Volunteers are not to represent the School (eg. answer questions of visitors, media, officials) or otherwise behave in a way that would imply the volunteer is a representative of the School, without permission from the Principal.
4. Volunteers must be appropriately dressed for their role and must at all times if required while performing their School tasks wear a name badge.
5. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, parent/caregiver, or other person or involves overall School business.
6. Volunteers are asked to be reliable to the best of their ability and time commitments, and to give as much warning as possible whenever they cannot attend when expected.
7. Volunteers are to follow the School's rules and procedures, including Work, Health and Safety.

Volunteers are required to sign a volunteer declaration form and return it to the Catholic Schools Office prior to volunteering in any school. A database is kept by the Catholic Schools Office. Under the changes to the Work, Health and Safety Act, schools are required to keep an updated register of volunteers for their school. The Catholic Schools Office will provide updates so that schools registers can remain accurate. (Note Section: Schools Responsibilities)

Attached is a template (Volunteer Register) which could be used by schools (Appendix 2).

### **References**

Work, Health & Safety Act 2011  
Volunteer Declaration Form  
Code of Conduct for Volunteers (Appendix 1)

## Working with Children and Young People – Volunteering

### CODE OF CONDUCT FOR VOLUNTEERS

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

**To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the *Code of Conduct for Volunteers*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in schools.**

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, that can not be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions give by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.

**VOLUNTEER REGISTER**

<b>NAME</b>	<b>CONTACT DETAILS</b>	<b>VOLUNTEER DECLARATION COMPLETED</b>	<b>SPECIAL SKILLS</b>	<b>AVAILABILITY</b>	<b>INTERESTS Ie. Carnivals, Working Bees, Administrative, Reading Recovery, Excursions</b>

