



St Philip's Christian College Waratah

Volunteers Policy

Policy Document Information

Compliance	
NESA	Registered and Accredited Individual Non-Government Schools (NSW) Manual Section 3.6.1 (Safe and Supportive Environment – Legislative Obligations) and Section 3.6.2 (Safe and Supportive Environment - Student Welfare)
Legislative Requirements	<ul style="list-style-type: none"> • <i>Children and Young Persons (Care and Protections Act 1998) Sect 23</i> • <i>The Child Protection (Working With Children) Act 2012</i> • <i>The Ombudsman Amendment (Child Protection and Community) Act 1998</i> • <i>Work Health and Safety Act (NSW) 2011</i>
Other Policy Relationships	<ul style="list-style-type: none"> • Complaints Policy • Grievance Policy • Managing Student Behaviour (Discipline) Policy • Managing Student Behaviour (Discipline) Guidelines and Procedures • Supervision Policy • Emergency Management Policy
Key Dates	
Date of ratification	October 2021
Date for review	October 2024
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESA for registration of the school.



St Philip's Christian College Waratah

Volunteers Policy

1. General Statement

The contribution of parents and other community members in providing various forms of assistance to enrich the educational program of the College is encouraged. We believe that voluntary helpers can make a significant contribution to the College community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement College programs, thus providing a wider range of interactions and experiences for students.

The Volunteers Policy covers volunteer help in all areas including: classroom support, learning support programs, office/clerical assistance, extra-curricular activities, sports coaching, transport and assistance on excursions and camps, etc.

2. Aim

The aim of this policy is to support the work of volunteers within the College by providing guidelines and processes for volunteers and ensuring that our legal obligations are met and the appropriate documentation maintained.

3. Objectives – Policy Statement

1. To provide and safe and supportive learning environment for both staff and students
2. To have a system in place for assessing the suitability of volunteers to assist with the learning and supervision of students in school based setting and out of school hours and the recording of such
3. To have systems in place that appropriately induct and train volunteers for the specific role they offer to assist with

4. Audience and Applicability

The College community including Staff, Parent/Carers and other community members.

5. Context

At St Philip's Christian College Waratah we strive to provide quality learning environments which are safe, secure and supportive. To do this we need procedures that firstly ensure that all people working with students are of suitable character and skill and secondly, that our volunteers are empowered by being appropriately inducted into College protocols and procedures and sufficiently trained to complete the areas they have volunteered to assist with.

6. Responsibilities and delegations

6.1 Principal

- Ensure a Volunteers Policy is in place
- Ensure procedures and systems are in place to support the suitability, training and monitoring of volunteers
- The Principal or delegate will assess the suitability of individual volunteers and if deemed unsuitable will be advised.

6.2 Executive Leadership Team

- Assess the suitability of individual volunteers if delegated responsibility by Principal and convey in writing if volunteer is unsuitable
- Ensure that all volunteers have completed the necessary paperwork and if not exempted have a Working With Children Check clearance number prior to commencing work/volunteering. (See Office of the Children's Guardian website for details of exemptions.)
- Provide induction sessions for volunteers (including WHS, Child Protection obligations and Evacuation/emergency procedures) and make available all necessary documentation and support materials
- Ensure all volunteers complete induction requirements
- Nominate a staff member to supervise volunteers in specific areas
- Record all training and induction provided to volunteers
- Match volunteers to their particular area of suitability

6.3 Teachers

- Ensure that all volunteers have completed the necessary paperwork and if not exempted have a Working With Children Check clearance number prior to commencing work/volunteering. (See Office of the Children's Guardian website for details of exemptions.)
- Explain to volunteers the specific requirements of the job they are to do, providing specific training if necessary
- Support volunteers by providing all necessary equipment, resources and information required
- Provide suitable supervision of volunteers
- Provide opportunities for volunteers to discuss concerns, support needed, etc
- Monitor the effectiveness and ongoing suitability of volunteers
- Feedback relevant information re: individual volunteers to the Head of School or Supervisor

6.4 Administration staff

- Collect all Volunteer information documents including WWCC where applicable
 - Director of Administrative Services to verify as per WWCC procedure
- Provide volunteer identification tags/lanyards for each volunteer and ensure they sign in and out when they assist at the College

6.5 Volunteer

- Make informal contact with College to ascertain school needs
- Apply to the College stating capacity wishing to volunteer in and provide background details, experience and at least two referees
- Provide the College with their Working With Children Check clearance number and expiry date (if not exempt – see Office of the Children's Guardian website for details of exemptions)
- Attend an information session or interview if required

- Attend induction training and read all provided information
- Sign in and out daily and wear identification tag/lanyard at all times when acting as a volunteer at the school.

6.6 Students

- Show respect to all volunteers
- Follow the directions and instructions of volunteers

Monitoring, evaluation and reporting requirements

This policy will be evaluated and reviewed every three years or as needed in line with legislative changes.

Document details and history

This policy is to be read in conjunction with the following two documents:

1. Volunteers Guidelines and Procedures
2. Visitors and Contractors - WHS Site Procedures

History of document:

Created 2002 G. Irwin

Updated 2007, 2012, November 2013, March 2017

Updated M. Baker September 2021

Additional Materials

- Child Protection Policies, Guidelines and Procedures
- Managing Student behaviour (Discipline) Policy, Procedures and Guidelines
- Managing Student Behaviour (Commendation) Policy, Procedures and Guidelines
- Anti-Bullying Policy, Procedures and Guidelines
- Supervision Policy, Procedures and Guidelines
- WHS
- Evacuation Policy, Procedures and Guidelines