

Volunteers Policy

Introduction

Volunteers are defined in Section Four (4) of the *Volunteers (Protection from Liability) Act 2002 (The Act)* (sometimes incorrectly referred to as 'The Good Samaritan's Act'). This differs from the definition of 'volunteer' in the Department of Education and Training, 'Duty of Care' policy. The term 'volunteer' used in the guidelines for staff recruitment (6.1) in the 'Non-Government Schools in Western Australia - Registration Standards and Requirements 2015', is not defined within that document.

The Act is designed to protect certain volunteers from incurring civil liability when doing community work on a voluntary basis; to provide that community organisations that organise community work to be done by volunteers may incur the civil liability from which the volunteers are protected when doing that work; and to protect persons who donate food or grocery products from incurring civil liability for personal injury resulting from the consumption of that food or the use of those grocery products.

A community organisation is defined, among other things, as an incorporated association under the Associations Incorporation Act 1987, a local government or other body corporate.

Scope and Application

This policy applies to all volunteers, practicum students and contractors engaged by Child Side School.

This policy will be reviewed and amended in accordance with Child Side School Policy on Policies. and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- *Volunteers (Protection from Liability) Act 2002*
- Guide to the Registration Standards and Other Requirements for Non-Government Schools

Related Policies

- General Code of Conduct
- Staff Code of Conduct
- Anti-Discrimination and Harassment
- Child Protection
- General Duty of Care
- Excursions
- School Incursions
- Human Resource Management
- Privacy
- Guidelines for Engaging Volunteers
- General OHS policy

Definitions

Definition of Volunteer

According to the Act, a **volunteer** is defined as a person who does community work on a voluntary basis. A person does community work on a voluntary basis if the person:

- (a) Receives **no** remuneration for doing that work other than —
 - (i) Remuneration that the person would receive whether or not the person did that work; or
 - (ii) The reimbursement of reasonable expenses incurred by the person in doing that work; or
- (b) Receives remuneration that is not greater than the amount, if any, prescribed by the regulations.

Definition of Regular Volunteer

A regular volunteer is one who attends the school or school-related activity at regular periodic intervals during a school year or one who is frequently called upon to assist in diverse capacities. For the purposes of standard 10.5, a regular volunteer is not a member of staff. Members of staff may include people who are not paid.

Definition of a Volunteer

Community work is defined as work organised by a community organisation to be done:

- (a) For a religious, educational, charitable or benevolent purpose;
- (b) For the purpose of promoting or encouraging literature, science or the arts;
- (c) For the purpose of sport, recreation or amusement;
- (d) For the purpose of caring for, treating or otherwise assisting people who need assistance because of a physical or mental disability or condition;
- (e) For the purpose of conserving or protecting the environment;
- (f) For the purpose of promoting or preserving historical or cultural heritage;
- (g) For the purpose of establishing, carrying on, or improving a community, social or cultural centre;
- (h) For the purpose of promoting the interests of a local community;
- (i) For a political purpose;
- (j) For any other purpose approved under section 4(1)(f) of the Associations Incorporation Act 1987; or
- (k) For a purpose prescribed by the regulations

In general, a volunteer school worker is a person who voluntarily engages in school work without payment or reward. School work is inclusive of but not exclusive to:

- Any activity carried out for the welfare of a school, by the school governing council, any parents' group 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 either Co-Principal or school governing council
- Providing any assistance in the work of any school or kindergarten
- Attending meetings in relation to non-government schools convened by any organisation which receives government financial support.
- School fundraising
- Assisting with tours, incursions or excursions.

Policy Statement

Child Side School and Playgroup accept volunteers into the school community provided they meet all of the associated requirements detailed in this Policy and the Guidelines for Engaging Volunteers, and are aligned with and understand the school ethos.

Child Side School will only engage volunteers when it has the capacity and resources to manage volunteers.

Version Management

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