

Procedure for Engaging Volunteers

Child Side School has certain obligations when engaging volunteers in 'child-related work' as defined in the Working with Children (Criminal Record Checking) Act 2004.

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

Under the Act, Child Side School ensures:

- All volunteers who are required to apply for a Working with Children (WWC) Check do so
- That we will not engage a volunteer in child-related work if they are required to apply for a WWC Check and have not done so
- Where volunteers are not required to apply for a WWC Check because their contact with children is minimal or directly supervised for a one-off visit (e.g. as a guest speaker or lecturer), ensure that the supervisor has applied for and passed the WWC Check unless they are exempt under the Act, for example a teacher with a WWC Card and a current registration with the Teacher Registration Board of WA.
- That volunteers who have been issued with a Negative Notice do not undertake child-related work, even if directly supervised
- That we will not disclose information about a volunteer that has been acquired from the carrying out of the WWC Check, except in certain circumstances listed in the Act, such as for the purposes of a reference check in respect of child-related work.
- That volunteers are aware of the collection and storage of their personal details by Child Side School in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012).
- **Regular Volunteers** will participate in learning opportunities at least annually about the law with respect to mandatory reporting of child sexual abuse and the school's policies, procedures and practices that aim to ensure children's safety and wellbeing at school and during school-related activities, including the creation and maintenance of child-safe physical and online environments.

In addition, Child Side School:

- Do not enter into an employer/employee relationship with a volunteer. *We will seek legal advice if there is no clear distinction as per Australian Tax Office guidelines.*
- Record the unique Application Receipt Number which the volunteer will receive from Australia Post when they lodge their WWC Check application.
- File the copy of a new cardholder's card which the Department for Child Protection sends to the school as this document gives the school valuable information about the person's WWC Check e.g. the card number and expiry date, the person's photograph and the type of card they have been issued with i.e. 'Volunteer' or 'Employee'.
- Sight each volunteers' WWC Check card to verify that they have passed the WWC Check.
- Ensure all cardholders have advised the Department for Child Protection that they are volunteering with the school, so we receive notices about the validity and status of the person's WWC Check card.
- Ensure a new volunteer advises the Department for Child Protection within 21 days of commencing volunteer 'child-related work' with your organisation as it is an offence if the cardholder fails to do so.
- Ensure card holders promptly notify the Department for Child Protection every time they change their address and phone numbers using Online Change of Details.

- Periodically go to the WWCC website and check the status of all school volunteers with WWC Check cards using Online Change of Details. (Carried out by Office Assistant at the beginning and mid-term of each school term)
- In the event that a volunteer is issued with an Interim Negative Notice or Negative Notice that volunteer will no longer be able to volunteer at the school until the Department for Child Protection clears the related issues.

Child Side School will:

- Allocate a staff member to supervise a volunteer in each of the areas he/she works.
- Keep accurate records of each volunteer's training and work details.
- Provide induction training that will include:
 - Work Health, Safety & Welfare procedures.
 - Duty of Care responsibilities.
 - Confidentiality requirements.
 - Training specific to the area of volunteer work.
- Matching volunteers with work that is suitable to their skills, interests, time commitments and health status.
- Ensure that supervising teachers will meet their duty of care to children by not leaving a volunteer to work unsupervised with children.

Cancellation of Volunteer Agreement

When concerns arise about a volunteer, an opportunity to remedy a problem or improve an area of concern should be offered wherever appropriate.

However, an agreement with a volunteer can be cancelled at the school's discretion and where the volunteer:

- Has no more suitable work available.
- Fails to follow requirements outlined in the school volunteer policy and elaborated through the induction training.
- Behaves towards children, parents or staff in a manner deemed inappropriate or improper.
- Repeatedly fails to meet commitments without notice to the school.

The School needs to follow their constitutional guidelines regarding the cancellation of a volunteer agreement if the volunteer is a member of the school council.

Record Keeping

Child Side will maintain records of volunteers in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012):

- Names and contact details
- Copies of the WWC Confirmation letter
- A brief description of the roles taken and the dates of the events

Insurance

Child Side will contact the School's insurance company in all circumstances to ensure the appropriate insurance cover is in place for their school in relation to volunteers and the roles in which they may be involved.

Privacy

All new contractors and volunteers are to be sent an Employment Collection Notice.

NOTE:

The access provisions in Privacy Amendment (Enhancing Privacy Protection) Act (2012) (APP 12) advises that volunteers may seek access to records of personal information which the School holds about them. The School should be mindful of this when collecting personal information (eg. references, making notes and reports). The APPs provide that personal information should be de-identified or destroyed when it is no longer needed. If Schools wish to retain this information on file, in case another position becomes available, this should be included in the Collection Notice.

When collecting sensitive information, APP 3.3 requires that consent be obtained, unless an exception applies (such as where collection is required by law – see APP 3.4(a)). Regardless of whether consent for collection is required, APP 3 must still be complied with. If unsolicited volunteer applications are received and the School wishes to retain the volunteer's information, the 'volunteer collection notice' should be sent. However, if you intend to pass on information to a related School, you should make the applicant aware of this in the 'volunteer collection notice'.

Volunteer Induction and Screening

All Volunteers at Child Side School undergo an induction process that introduces them to the School and their direct worksite. In most cases, the process will begin within two (2) weeks. Volunteer induction provides new volunteers with an understanding and appreciation of the specific requirements of their task and knowledge of the functions of the school.

Volunteers involved in child-related work with children are required to undergo a Working with Children Check or where applicable a National Policy Clearance or a Confidential Declaration. Details of the Working with Children regulations are available through the Department for Child Protection website: <http://www.checkwwc.wa.gov.au>

"The Working with Children Screening Unit considers a volunteer to be a person who does child-related work for an employer or organisation for no financial reward. Children on placement over the age of 18, in one of the categories of child-related work are considered to be volunteers. A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive "no financial reward". These persons are considered to be volunteers by the WWC Screening Unit.

Volunteers must advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application, indicating that they do not have any convictions or reasons that might preclude them from working with or near children. An example of the type of wording that could be used on a declaration, by a school, can be found in Attachment B or in the AISWA Duty of Care Policy Guidelines.

Following are some of the common exemptions:

- volunteers and children on unpaid placement who are under 18 years;
- employers of children and people who work alongside children as fellow employees, unless otherwise doing child-related work;
- parents volunteering in connection with their child's activity may be exempt **(this exemption does not apply to other relatives or guardians or to parents volunteering in connection with overnight camps)**;
- short-term visitors to WA, for two weeks after their arrival, and for no more than two weeks in any period of 12 months.

Appendices

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Version Management

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Obligations of Volunteers

At Child Side School, a volunteer's most important responsibility relates to his/her duty of care to children. Respecting the rights of children means they will **not**:

- Work unsupervised with children.
- Be involved in toileting children or assisting with change rooms/sickrooms.
- Have unsupervised contact with children during break times.
- Encourage affection from or dependency in children eg by giving presents.
- Have intentional physical contact with children [the supervising teacher should provide comfort/first aid to a distressed child].
- Display bullying, discriminatory or intimidating behaviours towards children.

Therefore volunteers **should**:

- Refer all child concerns or behaviour issues to their supervising teacher.
- Refer all requests to access school files to their supervising teacher.
- Sign the school's visitor book for volunteers on arrival and departure.

In addition Child Side School expects and requires certain obligations from all volunteers including but not exclusive to:

- Reliability.
- Respecting confidentiality and privacy.
- That each volunteer will carry out the volunteer position that was agreed.
- Accountability for the tasks given.
- A commitment to working for the school.
- Undertake training as required. This includes mandatory reporting and the school's policies, procedures and practices for regular volunteers.
- A recognition of limitations and a willingness to ask for help and support when needed.
- Being supportive of other volunteers and an ability to work as part of a team.
- Being prepared to follow all relevant school policies and procedures.
- Volunteers giving adequate notice before they leave the school.

Employment Collection Notice

1. In applying to provide services to the School, you will be providing Child Side Playgroup and School with personal information. The School will handle your personal information in accordance with the Privacy Act and its Privacy Policy. We can be contacted via mail at 32 Armstrong Street, Boyanup WA 6237, or childsideschool@bigpond.com or 9731 5232 .
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for _____
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We usually disclose this kind of information to the following types of organizations. Police Department, Child Protection Agency, Department of Education and Emergency Services and Schools.
6. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Volunteer Induction Checklist

Prior to commencement

1. Plan and document a Volunteer Induction Programme.
2. Confirm that the volunteer fully understands the role and the obligations, expectations and protocols including cooperation and collaboration, use of first name, dress code, codes of behaviour associated with that role.
3. Discuss the Vision, values and goals, policies and procedures of the School.
4. Discuss any special requirements of the volunteer (any adjustment to address any disability) and make necessary arrangements.
5. Consider provision of a mentor for the new volunteer to provide support.
6. Inform staff and children, if required, of the volunteer's starting date and duties.
7. Policy Forms to agree and sign, e.g. Privacy and School protocols.
8. Familiarise volunteer with school campus and/or provide a physical orientation of the specific workplace and description of the local area.
9. Discuss emergency procedures and emergency exits.
10. If required, provide school staff phone list.
11. If required, outline internet usage and email protocols and explain how to use the School photocopier/s, telephones and fax equipment.
12. Identify School Administrator as the key contact for situations where the following maybe required; First Aid, fire or health and safety concerns.
13. Explain ECC, MCC, YAC acronyms.
14. Explain Grievance policy and process.
15. Read through the Child Protection Advice for Volunteers leaflet with volunteer to ensure understanding of obligations.

Confidential Volunteer Declaration

This form is for persons requiring access to Child Side School who is not an employee of the school and are not covered by the Working with Children legislation.

Please complete the relevant details, sign, date and submit this form to the School before the commencement of any work in the School.

I _____ representing
(print name)

(Name of company, if applicable)

I declare that I do not have any circumstances, reasons or convictions that might preclude my working with or near children and undertake to inform the School immediately should my circumstances change or there arises any reason or conviction that may preclude my working with or near children.

I am/am not (delete one) a parent of a student enrolled in Child Side School and Playgroup. (If not please complete the contact details below):

Home/Business address:

Contact phone numbers: _____
(Business) (Mobile) (Other)

Email address: _____

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if considered necessary to verify the information provided.

Signature: _____ Date: _____

All personal Information provided on this form will be handled and stored in accordance with the School's Privacy Policy.

Volunteer Contact Information

Name: _____ Contact No.: _____
WWC ID No: _____
Role to be undertaken: _____

Brief Description:

Responsible staff member: _____

Date for Induction: _____ Induction Checklist Complete :

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