



Volunteers Policy

Level: 2

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1. Preamble

- 1.1. Volunteering is a practical expression of the biblical value of serving others and an important expression of partnership within the life of the school. Volunteers serve staff and students practically, and volunteering creates opportunities for adults to model the values of God's kingdom.
- 1.2. It is Chairo's mission "to provide excellence in Christ-centred education in partnership with families within a caring Christian community." The development of volunteer relationships that can serve to enrich the school program and advance the school's mission is welcomed and encouraged.
- 1.3. There are many areas within the school where voluntary assistance richly enhances the school and enables the school to provide a quality service. Such assistance is highly valued and appreciated.
- 1.4. Romans 12:9-13 reflects the spirit in which it is anticipated that volunteers will at all times conduct themselves. "Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honour one another above yourselves. Never be lacking in zeal, but keep your spiritual fervour, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Share with God's people who are in need. Practice hospitality."

2. Definitions

- 2.1. *Volunteers* refer to those workers approved by the school to assist with the school program without remuneration or other financial gain, and include those referred to as parent helpers. Such volunteers may be members of the Chairo community and/or wider community, subject to the conditions detailed within this policy. Note, people visiting the school on a "once off" basis, whose contribution is occasional and incidental, to speak to classes or in other ways contribute to the school program under direct supervision are regarded as visitors rather than volunteers (see *Visitors Policy*).
- 2.2. *Remuneration* refers to payment for goods or services, or reward for employment in the form of pay, salary or wages. It does not include reimbursement of expenses (where appropriate prior approval has been obtained); the giving of moderate gifts of appreciation; or the provision of transport, accommodation and food (for example, for participation in camps and excursions). It also does not include the payment of an approved honorarium in certain instances.

3. Details

- 3.1. While not required to provide a clear testimony of Christian faith consistent with the *Statement of Faith* as contained in the *Constitution* as employed staff are, all volunteers must understand Chairo's Christian foundations and the impact of this on the nature of the school and its community in order to ensure that their intended contribution is consistent with the school's mission and vision.
- 3.2. While not receiving remuneration for services rendered, volunteers shall be regarded by the school as workers and a primary duty of care is therefore owed to them in the same way as for paid staff members. Such duty of care is reflected in government legislation (for example, in relation to Child



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Safety, mandatory reporting, occupational health & safety and equal opportunity & discrimination) and in various school policies.

- 3.3. Volunteers shall have a right to: (1) receive respect, cooperation and support from fellow workers; (2) receive recognition and feedback from supervising staff members; (3) be assigned suitable projects, tasks or jobs; (4) decline to perform tasks that they feel unable to do or would rather not do; and (5) be provided with sufficient information and instruction to perform their duties adequately and safely.
- 3.4. Volunteers are expected to uphold the same standards of conduct as paid staff members and to abide at all time with the *Child Safety Policy* and procedures, *Parent Code of Conduct* (where appropriate) and *Chairo Code of Respect*.
- 3.5. Volunteers are expected to: (1) abide by all relevant legislation and regulations; (2) follow directions and instructions given by staff members; (3) comply with all school policies, procedures and rules as distributed and/or explained to them; and (4) undertake any training, orientation or induction as required by the school.
- 3.6. Volunteers are required to cooperate with the school's efforts to comply with its legal and ethical duties in relation to providing a healthy and safe workplace and learning environment. They are encouraged to report any Child Safety related matter, take care to prevent injuries to themselves and others, to report work-related illness or injury; to report situations they believe may constitute a risk or danger; and to share information and ideas about risks and how to control them.
- 3.7. The school, through the Executive Principal or his/her delegates, reserves the right to refuse a volunteer or to cease using the services of a volunteer. Such action may apply if at any time a volunteer's actions or presence is deemed to interfere, or to be likely to interfere, with the positive and productive functioning of any aspect of the school.
- 3.8. All volunteers must complete the school's volunteer application and induction process
 - 3.8.1. The application and induction process includes, but is not limited to, Child Safety Training, OHS training, production of a current Police Criminal Records Check, Working with Children Check (WWCC), and reading of this policy and other policies as directed.
 - 3.8.2. All volunteers (including current parents, past parents, past students and members of the wider community) shall be approved by the appropriate Head of School or Principal.
 - 3.8.3. It is the responsibility of the Head of School and supervising staff members to ensure volunteers are screened and have provided appropriate documentation (as per this policy), and to monitor ongoing compliance with all aspects of this policy.
 - 3.8.4. Copies of related paperwork shall be kept on file at a location approved by the Principal.
- 3.9. All volunteers aged 18 years and older, must hold a valid Working with Children Check (WWCC) (other than as per item 3.9 below). The WWCC should nominate the school as a voluntary organisation.
- 3.10. Where the applicant does not have a valid Working With Children Check card but is a teacher registered with the VIT, or is a serving officer with Victoria Police or the Australian Federal Police, they will be required to complete the volunteer application process but evidence of currency in the form of a VIT card or police identification (sighted and photocopied), must be attached to the Volunteer Application form.
- 3.11. [deleted]
- 3.12. Copies of Police Criminal Records Checks and evidence of Working with Children Checks should be kept in a file in the administration office of each campus and/or central administration.



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- 3.13. Before engaging any volunteer, staff organising the event or activity, shall check Chairo's central volunteer register to ensure all appropriate accreditation is valid and current. All volunteers shall be assigned to a staff who will act as their direct supervisor and shall ensure that the volunteer is provided with all reasonable support, information and instruction as required.
- 3.14. Volunteers working during school times on school premises must sign in and out as required and shall wear a volunteer's badge, lanyard or other agreed designation each day.
- 3.15. Volunteers shall be restricted from access to confidential student and employee information except where unavoidable to comply with legislation or school policies and procedures (for example, where access to student medical details while on camp is necessary). Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- 3.16. School work experience students and tertiary student teachers on placement, where approved to work at the school, shall be regarded as volunteers and shall be subject to the provisions of this policy.
- 3.17. Volunteers should be aware of workplace and other staff-related policies, including *Occupational Health & Safety Policy, Equal Opportunity & Respectful Workplace Policy, Sexual Harassment of Staff Policy, Bullying (Workplace) Policy, Dispute Resolution (Workplace) Policy, Staff Conduct & Professional Practice Policy, Staff Appearance Policy and Personal Electronic Devices Policy.*