Visitors and Volunteers Policy

**Purpose**

1. To provide clear guidelines for staff and volunteers regarding the involvement of volunteers in activities auspiced by Noble Park English Language School.
2. To comply with current legislative requirements in relation to working with children.
3. To compile and regularly update the list of volunteers at each campus and present to the School Council.

**Rationale**

Volunteers provide an important service to the school. They participate in a range of activities including sports coaching, assistance with classroom activities and facilitation of fund raising events. It is important to support the volunteers as well as provide clear guidelines for the conduct of volunteers.

**Definition**

A volunteer is an adult who offers services for school activities, but receives no remuneration or reward from the school for the services provided. Volunteers may be parents, guardians, relatives of a student or community members.

For the purpose of this policy a volunteer includes

* A person who has a child enrolled at the School and who will be assisting with classroom activities or other school activities
* A person who does not have a child enrolled at the school and who will be assisting with classroom activities or other school activities
* Any person who will be assisting with activities such as excursions, sports training or other school events, where they may be required to take responsibility for a small group of children. This may or may not be under the direct supervision of a teacher.

For the purpose of this policy a volunteer does not include the following people/events:

* Guests who are invited by the classroom teacher to provide a brief presentation on a specific topic
* Relatives/friends who attend the classroom to observe a particular event such as news time or a student talk.
* Visitors in the classroom for brief periods of time, during which the teacher is constantly present.

**Guidelines for Volunteers**

##### **General Guidelines**

1. All volunteers must ensure that have the permission of Noble Park English Language School to undertake activities at the School.
2. All volunteers must obtain a Working with Children Check prior to commencing.
3. All volunteers must provide names of at least two professional referees.
4. All volunteers must be interviewed by the Principal or Principal’s delegate prior to commencing.
5. All volunteers must be provided with induction and must comply with the School’s OHS Policy, Child Safe Policy and Child Safe Code of Conduct.
6. All volunteers must sign the School Volunteer Agreement.
7. All volunteers must sign in upon arrival and sign out when leaving the school premises.
8. Any student safety and wellbeing concern must be promptly reported to the supervising teacher and principal.
9. The School does not condone any contact between volunteers and students other than for the approved activity in which the volunteer is participating.
10. If a volunteer is unable to conduct a planned activity, they should notify the School as soon as possible so that an approved replacement can be identified or the activity can be cancelled.
11. Smoking is not permitted under any circumstances on the School premises or whilst conducting school business.
12. Photographing and filming is not permitted on the School premises or whilst conducting school business without prior approval from the principal.
13. Volunteers must advise the School as soon as possible of any concerns they have regarding the conduct of their duty or the student with whom they are in contact.
14. All volunteers/helpers should ensure they have read the emergency and OHS procedures at Noble Park English Language School.

**Applying to be a Volunteer**

Volunteers may be used in a range of school activities including sporting, art, music or classroom related activities. Parents of students at the school who are assisting in classroom activities need not apply formally to be a volunteer.

Noble Park English Language School is a multi-campus school. The Principal will delegate the responsibility of supervising the volunteers to Campus Coordinators.

Volunteers will be selected in one of the following ways

1. The School may invite individuals with specific expertise to become a volunteer in an area where that person has skills/interest.
2. The person may apply to the School to become a volunteer undertaking an activity in their area of expertise/interest. This would usually be done by sending a letter of interest to the School Principal.

All volunteers must obtain a Working with Children Check prior to commencing.

In accordance with the criminal screening policy, all volunteers should also complete a School Volunteer Agreement and sign the Child Safe Code of Conduct prior to undertaking volunteer work. Where volunteer work is ongoing, this should be done annually. Under some circumstances, the Principal may waive this requirement. This would usually be in the case of special guests invited to the school assembly.

**Involvement in Activities**

Under most circumstances, volunteers will undertake activities with a staff member. Activities may only be undertaken with a teaching staff member if:

* The Principal has granted prior approval
* The person has capacity to do so
* The person has the appropriate clearance and
* The volunteer accepts duty of care responsibility.

When undertaking volunteer activities the following considerations must be made

1. All activities are discussed and undertaken with the prior approval of the school principal.
2. All steps should be taken to minimize the risk of harm to others.
3. Activities that could reasonably be anticipated to result in injury to participants should be avoided.
4. Activities must not be undertaken if the volunteer’s ability to conduct the activity is impaired for any reason for example, alcohol / drug use or the person does not have the appropriate expertise or skills to conduct the activity.

**Classroom Assistance**

Parents are encouraged to be involved at the school and may provide classroom assistance with the prior agreement of the classroom teacher. In the event of an emergency, the parent/ volunteer must follow the instructions of the classroom teacher until the emergency is declared over.

**Liability Issues**

Volunteers are protected from liability for community work undertaken at the school if these activities are undertaken in accordance with the school guidelines, are within the scope of the school’s community work and they are undertaken in good faith. Further, they are protected by the Department’s public liability and personal accident insurance arrangements with Risk Cover whilst acting as a volunteer.

**LINKS AND APPENDICES (including processes related to this policy).**

**References**  
<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>  
<http://www.education.vic.gov.au/school/principals/management/Pages/volunteerworkers.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

**Related Legislation**  
• Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3  
• Workers Compensation Act 1958  
• Wrongs Act 1958 – section 37(1)  
• Working with Children Act 2005

**Related Policies**   
• Child Safety Policy  
• Child Safety Code of Conduct  
• Student Engagement and Inclusion policy

**EVALUATION**

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances.