



Volunteer Policy

Rationale:

We are grateful to all the parents who generously volunteer their time and energy to support our school community.

Procedures:

There have been reforms to strengthen Working with Children Check legislation which includes volunteers, both parent volunteers and other volunteers.

See below for details in each category:

Parents:

Defined as per WWC check – as a person who:

- *is the father, mother, stepfather or stepmother of the child?*
- *at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child*
- *is in a de facto relationship with a person referred to in either of the first 2 dot points.*
- *is specified as the child's prospective adoptive parent under the [Adoption Act 1994](#) section 20(b).*

Parent Volunteers:

need to sign a '**Parent and child volunteer declaration form**' before volunteering or continuing to volunteer at our school.

You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice.

Volunteering includes, for example:

- helping with reading or attending a day excursion
- presenting an award at an assembly
- on canteen duty or assisting at a sports carnival
- conducting P&C duties.

Sign in at the front office and we will ask you to check that you have completed the form.

Grandparents and other family member volunteers (over the age of 18)

Grandparents or other family members (over the age of 18 and do not meet the definition of a parent as above, need a WWC Check to volunteer in any capacity in a school.

Grandparent volunteers will need to sign in at the front office and we will ask you see your WWC card, take a copy and log a record of it.

You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice.

Child volunteer:

You are a child volunteer if:

- under the age of 18
- not enrolled at our school
- doing child-related work on a voluntary basis (that is, unpaid).

. *** If you are a child who is doing child-related work which is *paid*, then you will require a WWC Check.

Child volunteers need to sign in at the front office.

All other volunteers:

A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.

A current Working with Children Check is required by all non- family volunteers.

You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice.





Volunteers will need to sign in at the front office and we will ask you see your WWC card, take a copy and log a record of it.

Procedural References



We are grateful for and value our parent volunteers – here's how you can help keep our children safe when doing unpaid work at your child's school.

Before you volunteer at your child's school, you need to **complete a Parent and child volunteer declaration form**. You will be asked to complete the form annually if you want to continue volunteering.

 You are volunteering	When you: <ul style="list-style-type: none">• help out in a classroom or attend a day excursion• present an award or speak at an assembly• are on canteen duty or helping in the uniform shop• assist at a sports carnival• conduct P&C duties.
 You are not volunteering	When you: <ul style="list-style-type: none">• pick up and drop off your child• watch an event, like an assembly or sports carnival• attend a parent and teacher interview• visit the uniform shop.
 You cannot volunteer	When you: <ul style="list-style-type: none">• have a current Interim Negative Notice or Negative Notice• have submitted the form and are issued an Interim Negative Notice or Negative Notice – you must alert the principal.
In addition to the declaration form, you need a Working with Children (WWC) Check	
 You need a WWC Check	When you: <ul style="list-style-type: none">• volunteer for an overnight camp• billet students in your home• provide one-on-one mentoring to a student.

A current WWC Check is required by all other family members and friends (over 18 years of age) who want to volunteer.

If you are not sure if you need a WWC Check or to complete the Parent and child volunteer declaration form, please speak with the school office staff.



Department of
Education

Shaping the future

Checks for child volunteers in schools

We are grateful for and value our volunteers – here's how you can help keep kids safe when you're doing unpaid work at a school.

Before you volunteer at a school, we will ask you to **complete a Parent and child volunteer declaration form**. You will be asked to complete the form annually if you want to continue volunteering. Child volunteers are volunteers under 18 years of age.



**You are
volunteering**

When you:

- complete an unpaid practicum or work placement as part of your educational or vocational course of study
- coach or umpire sports
- mentor students
- help out in a classroom.



**You are not
volunteering**

When you:

- are enrolled at a school and doing unpaid child-related work with other children at the same school
- watch an event, like an assembly or sports carnival.



**You cannot
volunteer**

When you:

- have a current Interim Negative Notice or Negative Notice.
- have submitted the form and are issued an Interim Negative Notice or Negative Notice – you must alert the principal.

In addition to the declaration form, you need a Working with Children (WWC) Check



**You need a
WWC Check**

When you:

- do any paid child-related work at a school
- volunteer after you turn 18 years of age.

If you are not sure if you need a WWC Check or to complete the Parent and child volunteer declaration form, please speak with the school office staff.

Volunteering Guidelines:

1. Before any volunteering is undertaken you must acknowledge that you understand and are compliant with the WWC requirements as described in this document on pages 1-3.
2. Prior to volunteering, it is important to discuss the scope/ role of a volunteer and the school's guidelines for volunteers with the Leadership Team. This will include the scope of your role.
3. Volunteers do not take responsibility for sole supervision/personal care of the students during activities. This always remains the duty of school staff.
4. Volunteers always work under the direction of a class teacher.
5. We understand if you are unable to attend for a voluntary session, however, please let the school know as soon as possible so alternative arrangements can be made.
6. Once you are involved with a specific activity or in an ongoing capacity, such as sport coach, it would be worth:
 - Acquainting yourself with the history of the relevant team and/or sport or program.
 - Being familiar with any rules or requirements for that activity.
 - Greet other staff and students to explain who you are and what your role is.
7. Please respect student confidentiality by not discussing groups or individuals of students beyond the classroom.
8. Thank you for considering suitable clothing, appropriate language and for not smoking on school premises.

Date Reviewed	Next Review
August 2023	August 2025