

Volunteer Policy

Rationale

A volunteer is a person who undertakes an activity which is of benefit to the community, is done of one's free will and is undertaken without monetary reward. Volunteers may be family members of students, of from the wider school or local community. At Calvary Lutheran Primary School, we invite, welcome and treasure volunteers. We believe that volunteers make a significant contribution to the school community, giving their time and sharing their God-given talents, skills and expertise.

Categories of Volunteer

Calvary Lutheran Primary School has identified three different categories of volunteers, based on the level and frequency of their interaction with students. Volunteers' responsibilities and obligations under the Child Safe Program may depend on their category. The categories of volunteer are:

Direct contact volunteers

Direct contact volunteers are volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have "contact" with students during the normal course of providing the volunteer service.

The Child Safety (Prohibited Persons) Regulations 2019 (SA) defines "contact" with children as when a person:

- has physical contact with the child; or
- is in close physical proximity to the child; or
- communicates with the child (whether orally or by written, electronic or other means).

Direct contact volunteers may have contact with students in circumstances where:

- they may have limited supervision by school Staff in their role
- they may be left alone, one-on-one, with a student (for example, 1:1 tutoring or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, coaching a sports team, helping with a drama production, or regularly working in a canteen or library)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, responsibility for a group of students during an excursion without staff member present).

Examples of Direct contact volunteers include individuals who:

- attend a school camp or excursion
- assist a student during a learning activity
- assist a student to complete tests or exams (e.g. as a scribe or reader)
- coach, manage, or assist with the coaching or managing, of sports at the school



- assist with theatre or music productions
- tutor, or assist with the tutoring of, a student in extra-curricular activities such as music, choir or debating

Due to the nature of Direct contact volunteers' contact with students, they will have more comprehensive Child Safe responsibilities and obligations within our Child Safe Program.

Regular volunteers

Regular volunteers are individuals who provide volunteer services to the school, more than seven times in any one year, but are not a Direct contact volunteer. They may have some indirect or incidental contact with students when providing their services. Due to the regular nature of Regular volunteers' attendance at the school or school events, even though their contact with students may be indirect or limited, they will have some Child Safe responsibilities and obligations within our Child Safe Program.

Casual volunteers

Casual volunteers are individuals who provide volunteer services to the school, seven times or less in any one year, but are not a Direct contact volunteer. They may have indirect or incidental contact with students when providing their services but only in circumstances where:

- they are not likely to be left alone, one-on-one, with a student
- a reasonable person would not consider the contact to enable the individual to form a relationship of trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.

Examples of Casual volunteers include individuals who, in the circumstance described above, volunteer seven times or less in any one year:

- on a stall at a school fair
- on a school BBQ at a sporting event

Due to the limited nature of Casual volunteers' contact with students, they do not have the same comprehensive role, responsibilities and obligations as school staff members or Direct or Regular contact Volunteers.

Responsibilities and Obligations of Volunteers

All volunteers at the school are responsible for contributing to the safety and protection of students in the school environment. It is the school's policy that, irrespective of the degree of contact with students, or the frequency or length of engagement, all volunteers are required to:

- adhere to the school's Child Safe Policy and Child Safe Adult Code of Conduct
- hold a current Working with Children Check clearance if required to do so by law or by school policy (refer to Working with Children Checks for an explanation of which volunteers are required by law or school policy to hold a WWCC)
- report child safety concerns to external agencies where required by law.

It is the school's policy that, in addition to the above, Direct contact volunteers are required to:

- if not legally required to hold a Working with Children Check clearance, to provide a Statutory Declaration that they have no offences that would result in a prohibition notice being issued to them under the Child Safety (Prohibited Persons) Act 2016 (SA) and an Undertaking to advise the school if they are convicted of an offence that would result in a prohibition notice.
- undergo child safety training prior to commencing volunteer work at the school
- sign a written statement indicating that they have read and acknowledged the school's Child Safe Policy and Child Safe Codes of Conduct
- be aware and observant of key indicators of the different forms of harm to children and young people
- raise any child safety concerns they may have with a Child Safety Officer or the Principal.

Volunteers can direct questions about child safety at the school to one of our Child Safety Officers.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle

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