



Volunteer Policy

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1 Purpose

Scripture frequently praises those who are virtuous in nature in helping those with needs. We are commanded to use whatever gifts we have received to serve others, as faithful stewards of God's grace in its various forms (1 Peter 4:10). Indeed, we are - as God's handiwork - created to do good works, which God has prepared in advance for us to do (Ephesians 2:10).

Jesus said it is more blessed to give than to receive (Acts 20:35) and that we are to carry each other's burdens and so fulfil in this way the law of Christ (Galatians 6:2). By volunteering, we exhibit God's heart because God is the giver of every good and perfect gift (James 1:17).

Volunteering forms an important element in the life of Emmaus Christian College. Volunteers contribute by giving their skills and experience, which helps the College's education programmes and contributes to the achievement of the College's goals and objectives.

Additionally, this Policy ensures that the health, safety, and well-being for all stakeholders at Emmaus Christian College and supports the College's zero tolerance of child abuse, by preventing those who may pose a potential risk to the safety of children from working with students in unpaid work environments.

2 Scope of Policy

This Policy applies to all volunteers or potential volunteers of Emmaus Christian College except where specifically noted. Please refer to the definition of Volunteer at 4 below. It includes volunteers who conduct volunteering on College premises and/or when engaging in College related activities, functions, and events, or representing the College. This includes in and out of College hours. The College reserves the right to make changes to these Policies and Procedures at any time and expect adherence to those changes.

It is also pointed out that staff of Emmaus Christian College are to understand, communicate, and implement this Policy and its Procedures across the College.

3 Policy

3.1 Statement of Faith; Statement of Life and Conduct; Vision, Mission, Values, Philosophy, and Purpose

All Volunteers are to uphold, live out, and encourage the College's core beliefs and values as represented in the College's above named foundational documents in all of their undertakings in the College.

3.2 Purpose of Volunteers

The eight standards of volunteering developed by Volunteering Australia, and which are embedded into this Policy & Procedures, are;

- 1 Leadership and Management
- 2 Commitment to Volunteer involvement
- 3 Volunteer Roles
- 4 Recruitment and Selection
- 5 Support and Development
- 6 Workplace Safety and Well Being
- 7 Volunteer Recognition
- 8 Quality Management and Continuous Improvement

Volunteers are welcome at Emmaus Christian College; they are to specifically contribute to the objectives and goals of the College. Volunteers help increase the learning and

development of students by providing support in education programmes, as well as providing contribution to other services in the functioning of the College. Volunteers increase the experience of the social and cultural features of the learning community and enhance the College's interaction with the wider community. Accordingly, the College allocates resources as appropriate e.g. time, equipment, technology, etc. to aid volunteer involvement. Volunteers are encompassed into the framework of the Policy and Procedures of the College and its risk management processes.

3.3 Roles, Recruitment, and Selection of Volunteers

Volunteer roles are designed to help meet needs of the College in order to assist the College in achieving its objectives and goals. The volunteer roles are, at all times, appropriate for the service user or stakeholder groups with whom the volunteer/s is involved. Accordingly, volunteer roles are defined, documented, and communicated. Volunteer roles are also regularly reviewed with input from employees and the volunteer. Volunteer roles do not replace paid workers nor constitute a threat to the job security of paid workers.

Volunteers may be recruited by the College. If so, planned approaches are used by the College to attract volunteers with the relevant character, values, interest, knowledge, and skills or attributes required for the need.

Volunteers who will be conducting frequent activities or a major assignment, and/or who work directly with children and young people and have a low level of supervision or no supervision by the College (eg PE Coaches, LAP Volunteers, etc) at the College (or in offsite College related activities, functions, events) will be selected through an assessment process that may involve but not be limited to interview, referees, and any other methods considered necessary by the College.

3.4 Screening

To ensure the safety, health, and well-being of all stakeholders at the College, all Volunteers who work directly with children and young people and have a low level of supervision or no supervision by the College (eg PE Coaches, LAP Volunteers, etc.), and those volunteers who volunteer frequently will be required to provide a Working with Children Check (WWCC) and any other screening documentation requested by the College eg Criminal History assessments such as National Police Check or other as determined by the College. This occurs prior to participating in volunteering at the College. Furthermore, volunteers are to report if there is any change in their WWCC e.g. if it is not valid.

3.5 Induction and training

Prior to volunteering all such volunteers, as described in 3.4 above, will be inducted and trained and required to sign off regarding;

- Responding to Abuse and Neglect Training (RAN) (when relevant)
- Child Protection Policy & Procedures (including mandatory reporting);
- Anti-Bullying & Harassment Policy & Procedures;
- Volunteer Behaviour and Code of Conduct;
- All relevant work health and safety policies & procedures;
- Privacy Policy & Procedures and Confidentiality requirements; and
- Any other training pertaining to volunteering deemed necessary by the College and also including specific training and information pertaining to the individual volunteer's specific area of volunteering.

The Volunteer will need to sign a Volunteer Agreement.

3.6 Role

Volunteers will be matched with activities that are suitable to their interests, knowledge, skills or attributes, time commitments, and health status.

Volunteers are to positively contribute to ongoing Christ-centred, Christ-honouring behaviour and conduct at all times with the College. Such behaviour sees respect for the College and the authority of College staff. Training and support is provided by staff to Volunteers as appropriate.

Volunteers are only to undertake volunteering activities at the College or College events and are not to represent the College e.g. media, visitors or otherwise behave in a manner that would imply the volunteer is a representative of the College. Volunteers are not to promote or oppose a political party or a candidate for political office while volunteering at the College.

3.7 Workplace Health, Safety, and Well Being

The College is committed to the health, safety, and well being of all stakeholders at the College and/or on College related activities, events, and functions and representations. This includes the health, safety, and well-being of our students, staff, volunteers, contractors, parents/guardians, and other stakeholders. Processes are in place to ensure such health, safety, and well-being; accordingly, all Volunteers must understand and practice such essentials.

A volunteer will undertake activities in accordance with the instructions and all of the directions of the supervising teacher; the supervising teacher will, at all times meet their duty of care to students including in relation to the work undertaken by volunteers.

Volunteers have access to the College's grievance procedures.

3.8 Privacy and Confidentiality

The personal information obtained about volunteers will be collected, stored, and used in accordance with the College's Privacy Policy. At all times, the confidentiality of all information to which Volunteers are exposed is to strictly occur.

3.9 Continuous Improvement

Volunteers and their activities are encompassed into the College's continuous improvement system. Volunteer involvement is regularly reviewed and reported as necessary. In particular, opportunities are provided to volunteers to have appropriate input into potential improvements in their volunteering.

3.10 Australian Curriculum

In accordance with the College's values, in particular, Service – encouraging acts of service at school and in the wider community, the Australian Curriculum has the capacity to embed principles and practices in volunteering in everyday classroom activity. Resources exist in these areas (eg Volunteering Australia) that may benefit teachers as well as volunteers to assist their interactions with the College.

4 Definitions

Volunteer/s – is a person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the College. Volunteering is time willingly given for the common good and without financial gain. The College and the volunteer do not

intend to create and nor are they in an employer/employee relationship. A volunteer is not obligated to attend or carry out duties ie the volunteer ultimately determines whether they attend on a particular day and time. A volunteer does not replace paid workers nor constitute a threat to the job security of paid workers. A Volunteer must be formally accepted by the College prior to the performing of the task. In the case of volunteers who work directly with children and young people and have a low level of supervision or no supervision by the College (eg PE Coaches, LAP Volunteers, etc.), and those volunteers who volunteer frequently will be required to be registered by the College prior to performance of the task/s. This will be determined by the PA to the Principal. Volunteers may contribute their time for Emmaus Christian College in a variety of ways for the welfare of the College.

5 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Emmaus Christian College
Human Resources Manager / Leadership Team
Executive Principal

6 Related policies, procedures and support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant Emmaus Christian College or AISSA policy, procedure, or support document. All staff are required to comply with the provisions of any such documents, including but not limited to the following; Statement of Faith; Statement of Life and Conduct Policy; Vision, Mission, Values, Purpose, and Philosophy; ICT Policy & Procedures; Anti-Bullying & Harassment Policy & Procedures; Behaviour Management Policy & Procedures; Camping & Excursions Policy & Procedures; Child Protection Policy & Procedures; Grievance Policy & Procedures; Privacy Policy; Staff Supervision of Students; Private Use of Motor Vehicle Policy & Procedures; Work Health and Safety Policy and Procedures; Asset Management Policy; Volunteer Behaviour & Code of Conduct; Equal Opportunity Policy.

7 Resources

Work Health and Safety Act and Regulations 2012

Volunteering Australia - The National Standards for Volunteer Involvement 2015

<https://www.volunteeringaustralia.org>

Volunteering SA/NT – <https://www.volunteeringsa-nt.org.au>

Children and Young People (Safety) Act, SA, 2017

8 Revision Record

Document Title	Volunteer Policy
Document Type	Policy

Document Date	February 2023
Policy Owner	Human Resources Manager
Approval Authority	Executive Leadership Team
Review Date	2024
Revision History	