



# **Volunteer Procedures**

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## 1 Context

Volunteers specifically contribute to the purpose and objectives of the Emmaus Christian 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.

Emmaus Christian College is committed to the health, safety, and well-being of all stakeholders at the College.

## 2 Scope

These procedures apply to all volunteers of Emmaus Christian College except where specifically noted.

## 3 Procedure Guidelines

3.1 Emmaus Christian College is committed to the duty of care to protect the safety, health, and welfare of the College's students as well as all other stakeholders. This includes volunteers of the College.

3.2 Volunteers will only volunteer at the College when approved to do so in accordance with the Volunteer Policy and Procedures and only in areas specifically directed by the College's staff.

3.3 Emmaus College Responsibilities.

3.3.1 Potential volunteers are provided with relevant information about the organisation, volunteer roles, and the College's selection process as necessary.

For all volunteers who are to 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 are to volunteer frequently the responsible person (eg Head of School, Supervising teacher) will be responsible for the selection and assessment process and obtaining appropriate documentation (with support from the Human Resources department as required).

Assessment will include the volunteer being able to demonstrate their ability to uphold, live out, and encourage the College's core beliefs and values; be verified as of good character; possess the necessary interest, knowledge, skills or attributes to contribute to the particular need of the College; provide and be supported by relevant referees; and be of sound fitness – spiritually, physically, mentally, emotionally, and socially to contribute. Screening methods for potential volunteers are to be conducted. Volunteers offering to assist in programs involving students may be asked to provide details of appropriate qualifications, experience, and other information relevant to the programme as well as appropriate referees, and any other information deemed necessary by the College. Volunteers are selected in accordance with the Equal Opportunity Policy of Emmaus Christian College.

It is highlighted that the College may request further referees or request agreement from the potential volunteer to speak to a particular person. This could include examples of speaking to people of organisations where the volunteer has volunteered or worked (but may not have been included as a referee, or a local church, etc.).

Of utmost priority is for such potential volunteers ie those who undertake 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, to undergo appropriate screening. Volunteers will be required to provide a Working with Children Check (WWCC) and any other screening documentation requested by the College e.g. 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.

3.3.2 Volunteers will be matched with activities that are suitable to their interests, knowledge, skills or attributes, time commitments, and health status. At all times, a staff member will be allocated to supervise a volunteer. The only exceptions to this are planned authorised exemptions eg PE Coaches, LAP Volunteers, etc., or any other volunteers as determined by the PA to the Principal. The staff member will be available to discuss a volunteer's concerns as they arise at the earliest opportunity. Where relevant, appropriate training, support, and guidance will be provided.

3.3.3 A register is to be maintained of those volunteers who undertake 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. This will include information and documentation about the volunteer role, volunteer personal details and their experience, background and suitability for the role, Working with Children Checks (WWCC) and expiry dates, induction and training including sign offs, Volunteer Agreement in Behaviour Code of Conduct, incidents, etc. The personal information of volunteers will be collected, stored, and used in accordance with College's Privacy Policy.

3.3.4 Prior to volunteering, those volunteers who undertake 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 inducted and trained and required to sign off re;

- Responding to Abuse and Neglect Training (RAN) (when relevant)
- Child Protection Policy & Procedures (including mandatory reporting);
- Anti-Bullying & Harassment Policy and Procedures;
- Volunteer Behaviour and Code of Conduct;
- All relevant work health and safety policy & 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 complete a Volunteer Agreement.

3.3.5 At all times, the College endeavours to provide a safe workplace for all its students, staff, contractors, volunteers, and other stakeholders.

3.3.6 Volunteers will be regularly consulted about their volunteer activities including issues such as timing, effectiveness, improvements, needs, safety etc. The College will acknowledge and encourage the role of volunteers individually and collectively in contributing positively to the life of the College.

### 3.3.7 Insurance and volunteers

Any questions or queries about insurance and volunteers are to be directed to the Head of Business Services.

For issues about volunteering and the personal use of a motor vehicle, please refer to Private Motor Vehicle Use Policy & Procedures and direct any questions to the Head of Business Services.

### 3.4 Volunteer's Responsibilities

3.4.1 Volunteers who undertake 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 are to ensure they have read the Volunteer Behaviour and Code of Conduct, completed all necessary sign offs including the Induction and associated training, and Volunteer Agreement, and are to comply with staff supervision and directives.

3.4.2 All volunteers are to conduct their volunteering activities, at all times, in accordance with the values of Emmaus Christian College. If volunteers have any issues of uncertainty or matters requiring clarification then they are to speak to their supervising teacher before commencing volunteering activities.

3.4.3 Students are a vulnerable group and vulnerability increases markedly where students are very young, have a physical or intellectual disability, are newly arrived in Australia with English as a second language and/or have experienced emotional, physical neglect, or abuse. Volunteers should be cognisant of and sensitive to such vulnerabilities.

3.4.4 Volunteers are requested to be reliable in adhering to agreed time commitments and functions. Where a Volunteer is unable to attend when expected they are to advise the College by providing as much advance warning as practically possible to facilitate replacements/cancellation.

3.4.5 It is reiterated that Volunteers are to follow the College's Work Health and Safety, Anti-Bullying & Harassment, and Child Protection Policy & Procedures at all times. Any hazards or concerns in these areas are to be immediately reported to relevant staff.

3.4.6 Volunteers are to conduct their activities in accordance with the instructions and all directions of the supervising teacher/staff member. Volunteers are only to be involved in toileting students or assisting students in a changeroom, bathroom, or sickroom with specific written approval obtained from the Head of School of the College. Volunteers are not to have unsupervised contact with students during breaks or out of school hours. This includes electronic contact. Volunteers are not to encourage affection or dependency in students. Strictly no inappropriate physical or verbal contact with students is to occur and no bullying or intimidatory behaviour at any time is permitted.

3.4.7 Volunteers should be dressed appropriately and comfortably for the function they are providing including the use of Personal Protective Equipment (PPE) where appropriate eg

apron, protective eye wear, etc. Shoes should be closed, flat heeled, and comfortable. Hats and sunscreen, where appropriate, should be used in outdoor activities.

3.4.8 Volunteers are to undertake all necessary sign-ins as requested and when required, wear College identification while volunteering.

3.4.9 It is essential that Volunteers maintain confidentiality at all times about the information to which they are exposed. It is highlighted this may include information about students, staff, and other volunteers, parents/guardians, contractors, the College Board, any other stakeholders of the College, and College business.

3.4.10 Volunteers who undertake 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 need to ensure their screening assessments are up to date and if they are, for whatever reason, changed or invalid to advise the College as soon as possible. It is essential that all such volunteers have met all current screening requirements.

Where such a volunteer fails to renew their screening requirements then they have terminated their volunteering with the College and are not permitted to volunteer.

3.4.11 Any electrical equipment brought in by Volunteers requires the specific approval of the supervising teacher and all such equipment including electronic devices are to be electrically tagged and tested in accordance with the College's Policy & Procedures.

3.4.12 The College accepts the service of all volunteers with the understanding that such volunteering is at the sole discretion of the College. Changes to volunteering involvement are to occur in consultation with the volunteer and are to be undertaken fairly and consistently. Each volunteer agrees that Emmaus Christian College may at any time, and for whatever reason, decide to terminate the volunteer's relationship with the College. Likewise, the volunteer may at any time, for whatever reason, decide to end the volunteer's relationship with the College. Notice of such termination should be made as soon as possible to the teacher supervising the volunteer.

Where there are concerns about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered where appropriate. Matters deemed serious by the Principal will result in termination of volunteering at the College.

## **4 Related documents/links**

Statement of Faith; Statement of Life and Conduct Policy; Vision, Mission, Values, Purpose, and Philosophy; Information and Communication Technologies (ICT); Anti-Bullying & Harassment; Behaviour Management Policy & Procedures; Camping & Excursions Policy & Procedures; Child Protection Policy & Procedures; Grievance Policy & Procedures; Privacy Policy; Private Use of Motor Vehicle Policy & Procedures; Staff Supervision of Students; Work Health & Safety Policy & Procedures; Asset Management Policy; Volunteer Behaviour & Code of Conduct; Equal Opportunity Policy.

Work Health and Safety Act and Regulations SA 2012.

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

## 5 Revision Record

<b>Document Title</b>	Volunteer Procedures
<b>Document Type</b>	Procedure
<b>Document Date</b>	February 2023
<b>Process Owner</b>	Human Resources Manager
<b>Approval Authority</b>	Executive Leadership Team
<b>Review Date</b>	2024
<b>Revision History</b>	

## 6 Appendices