



Montmorency Primary School

VOLUNTEER POLICY

Rationale

As of 1 January 2008, all schools are required to comply with the *Working with Children Act 2005* and ensure that any person unsuitable to be involved in 'child related work' does not do so.

Aims

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have 'Working with Children' Checks, do so.
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

Implementation

- All workers or volunteers related in 'child related work' must undergo 'Working with Children' (WWC) checks prior to commencing work.
- You are considered to be performing 'child related work' under the following conditions:
 - (1) you work or volunteer at a school or school related activities, and
 - (2) you volunteer or do this work on a regular basis, and
 - (3) you have direct contact with children under 18 years of age, and
 - (4) you do not qualify for an exemption.
- For a comprehensive list of child related work, see <http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/>
For a list of exemptions, see <http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/>
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies WWC check requirements, and are therefore exempt. Police officers are also exempt.
- School Council does not pay for WWC checks. WWC checks for volunteers are free and last for 5 years.
- In addition to having a WWC check, volunteers are required to (1) sign in and out of the Visitors Book at the office and (2) wear a Visitors lanyard at all times when working or volunteering at the school or during school-related activities.
- Administration will maintain a record of volunteers with up-to-date WWC checks that will be kept at the front office. A copy of current WWC checks will be kept on file.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams, etc, all have WWC Checks. Any parent who attends an overnight camp must also have a current 'Police Check'.
- The principal will consider other activities such as incursions on a case-by-case basis.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts or Laws, or should situations arise that require earlier consideration.

This policy was last ratified by School Council on

31 October 2017