



Australian Islamic College PERTH

VOLUNTEERS POLICY

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1. Policy Statement

This Policy aims to promote a safe and secure environment for AIC students, staff, families and visitors. It also aims to establish protocols and procedures that effectively monitor and manage volunteers to contribute positively to the College's existing duty of care practices.

2. Scope and Responsibilities

This Policy applies to all volunteers, regardless of whether the volunteer is the parent of a current College student, excluding Board members who are covered under constitutional guidelines.

3. Definitions

"Volunteer" – A person who works on a voluntary basis and receives no remuneration for doing that work other than remuneration they would receive whether or not they did that work or reimbursement of reasonable expenses incurred by the person in doing that work.

4. Policy Details

4.1 Volunteer Induction & Screening

All volunteers must be provided with a copy of the College's Volunteer handbook to assist with inducting them to the College. In addition, the person they will be working with is responsible for providing the volunteer with an understanding and appreciation of the specific requirements of their task and knowledge of the functions of the school.

All volunteers (with the exception of parents of students currently enrolled in the College) will be required to undergo a Working with Children Check. The College's Duty of Care Policy must be read in conjunction with this Policy, to ensure Working with Children Checks are obtained by all applicable volunteers and contractors prior to commencement and are not applied for where an exemption exists.

It is the responsibility of a prospective volunteer to advise the College should a matter arise that would affect their ability to obtain a valid Working with Children Check or if an assessment notice is received by them regarding an existing Working with Children Check.

The College, at its discretion, may require volunteers (including parents of students currently enrolled in the College who are going to volunteer) to obtain and provide the College with a copy of a National Police Check.

Where a parent of a current student enrolled in the College is volunteering at an overnight camp or other event that requires overnight supervision, the parent must obtain a Working with Children Check clearance prior to volunteering at any such event.

4.2 Volunteer Obligations

Volunteer's most important responsibility relates to their duty of care to children. Respecting the rights of children means they must **not**:

- Work unsupervised with students
- Be involved in toileting students or assisting with change rooms or sick bay rooms
- Have unsupervised contact with students during break times
- Encourage affection from or dependency in students, ie, by giving presents
- Have intentional physical contact with students (the supervising teacher or Education Assistant must only provide comfort / first aid to distressed students)
- Display bullying and intimidating behaviours towards students.

In light of the above, volunteers must ensure that:

- They refer all student concerns or behaviour issues to their supervising teacher
- They refer all requests to access school files to their supervising teacher
- That they sign the school's visitor book on arrival and departure from the campus
- Are provided with and wear a name badge identifying them as a volunteer at all times.
- Maintain confidentiality and privacy.

4.2 Volunteer Expectations

In addition to the volunteer obligations which must be followed, the College also expects and requires volunteers to:

- Be reliable
- Ensure confidentiality and privacy of all information obtained during the course of their volunteering
- Carry out the volunteer position agreed to
- Be accountable for the tasks provided
- Commit to working for the College in a positive way
- Be willing to undertake training as required
- Recognise their own limitations and be willing to ask for help and support when needed
- Be supportive of other volunteers and possess the ability to work as part of a cohesive team
- Commit following all relevant College policies and procedures
- Providing the College with adequate notice before they leave the organisation.

4.3 College Obligations

Under the Working with Children (Criminal Record Checking) Act 2004 the College Principal's must:

- Ensure that all volunteers who are required to apply for a Working with Children Check (WWCC) have done so prior to commencement and provided a copy of their receipt to the appropriate campus administrator
- Ensure that a volunteer issued with a negative notice do not undertake child-related work, even if directly supervised
- Ensure that they do not disclose information about a volunteer that has been acquired from the carrying out of the WWCC, except in certain circumstances listed in the Working with Children (Criminal Record Checking) Act 2004.
- Ensure that the volunteer is aware of the collection and storage of their personal details by the College in line with the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012).

In addition to the above obligations, the College Principal will ensure the following within their campus:

- Maintain a register of volunteers including their WWCC (see Appendix A)
- File a copy of the new cardholders' card which the Department for Child Protection sends to the school as this document gives the school valuable information about the person's WWCC, ie, card number, expiry date, person's photograph and type of card issued, ie, 'volunteers' or 'employee'.
- Sight each volunteer's WWCC card to verify they have passed the WWCC.

- Ensure all cardholders have advised the Department of Child Protection that they volunteer with the College to ensure the College receives notices about the validity and status of the person’s WWCC card.
- Ensure a new volunteer advises the Department of Child Protection within 21 days of commencing volunteer “child-related work” with the College as it is an offence if the cardholder fails to do so.
- Ensure card holders promptly notify the Department of Child Protection every time they change their address and phone numbers using Online Change of Details.
- Ensure any card holder who is issued an interim negative notice or negative notice do not continue to be used as volunteers with the College.
- Allocates a staff member to supervise the volunteer in each of the areas they work
- Keeps accurate records of each volunteer’s training and work details
- Provides induction training in addition to the Volunteer handbook, including:
 - Occupational Health & Safety Policy & Procedures
 - Duty of Care responsibilities
 - Confidentiality requirements
 - Training specific to the area of volunteer work
- Volunteers are matched to work that is suitable to their skills, interests, time commitments and health status
- Ensuring that supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

4.4 Cancellation of a Volunteer

Where any concern arises regarding a volunteer, the College in the first instance will try to remedy any problems or concerns.

The College has the right to cancel the use of any volunteers at its sole discretion including where:

- The College has no more suitable volunteer work available
- The volunteer fails to follow requirements outlined in the Volunteer Policy and/or Volunteer Handbook
- The volunteer behaves towards students, parents or staff in a manner deemed inappropriate or improper
- The volunteer repeatedly fails to meet commitments without adequate notice to the College.

5. Relevant Legislation and Regulations

- Working with Children (Criminal Record Checking) Act 2004
- Privacy Act (1988)
- Privacy Amendment (Enhancing Privacy Protection) Act (2012)

6. Relevant Internal References

- Child Protection Policy
- Duty of Care Policy
- Excursions and Camps Policy
- Privacy Policy

Implementation date: [March 2020]
 Approved by: [Executive Principal]
 Next review: [February 2021]

Appendix A: Record Keeping Example

Each campus will keep up to date records of every volunteer. These records will look similar to the below table:

Position	Volunteer/ Paid	Name of Current Holder of Position	Exemptions Apply Y / N –State why?	Status & Action (if req'd) 1 Holds Current Card 2 Application lodged 3 Interim Negative Notice 4 Negative Notice 5 Application withdrawn	WWC Receipt Number (if applicant does not yet have valid card)	WWC Card Number	Expiry Date	Date position reviewed	Date Last Validated
Under 11 Coach	Volunteer	John Smith	Yes – parent of child member					01/01/2010	01/01/2010
Canteen Person	Paid	Mary Blogg	No	1	C234678	123456	4/04/2011	01/01/2010	01/01/2010
Marshall	Paid	Jason Young	No	3 – currently suspended from child-related work until final outcome	C178764				
NSW Interstate Coach	Volunteer	Bill Jones	Yes – 2 week exemption for interstate visitor						

Be sure to periodically review positions and duties as these may change and exemptions may no longer apply (eg. parent may no longer have an exemption if their child leaves College but they continue to volunteer in child-related work).

First determine which positions within your school involve 'child-related' work and then consider whether the people currently holding these positions require a WWC Check