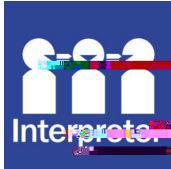


VOLUNTEERS POLICY



Help for nonEnglish speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 Acacia Campus or 03 9546 4144 Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

To outline the processes that Keysborough Secondary College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers

SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school

DEFINITIONS

Child-connected work

Work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

Child-related work

As defined by the

Closely related family member

Parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker

A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work

School work means:

- f Carrying out the functions of a College Council
- f Any activity carried out for the welfare of a College by the College Council, any parents' club or association or any other body organised to promote the welfare of the school
- f A College Community activities, such as fundraising and assisting with drama production, are legally protected (i.e., indemnified) from action by others in event of an injury or accident whilst they are performing volunteer schoolwork in good faith.

POLICY

Keysborough Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Keysborough Secondary College greatly values and also recognises the contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure Keysborough Secondary College volunteers are suitable to work with children and are well placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our College community who would like to volunteer are encouraged to express their offer of assistance through the school office, where it will be directed to the College Principal.

Note: On occasion Keysborough Secondary College will ask for volunteers when needed for specific events, and will also clearly outline the process for becoming a volunteer

Suitability checks including Working with Children Clearances

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f made available in hard copy from the College Administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with