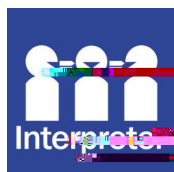


Volunteers Policy

Summary

Table 1 - Document details

Publication date	March 2023
Review date	March 2025
Related legislation/applicable section of legislation	Ministerial Order 1359 Duty of care
Related policies, procedures, guidelines, standards, frameworks	RSC Child Safety Policy RSC Child Protection Reporting Policy RSC Visitors Policy
Approved by	School Council
Approval date	March 2023
Version	1.2



Help for non -English speakers

If you need help to understand the information in this policy please contact the College on 9755 4555.

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1. Purpose

To outline the processes that Rowville 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.

2. Scope

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

3. 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 Worker Screening Act 2020 (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact.

4. Policy

involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of

Privacy and information-sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: Child Safety Responding and Reporting O0.002 Tw 36.1c 0.0 P .6 (i)2.6