VOLUNTEER POLICY

1. PURPOSE

The purpose of this Policy is to outline the process by which volunteers can seek and obtain approval for provision of their support and services to various areas of St Andrew's Anglican College (the College). This includes but is not limited to Music, Drama, Sport and Team coaches and classroom volunteers as well as volunteers involved in school camps, trips, or excursions.

2. SCOPE

This Policy applies to anyone, whether members of the College community or external volunteers, who wish to provide any form of volunteer service to the College that requires direct contact with students and/or staff in the course of standard daily College operations.

For example, this applies to an individual completing placement as a pre-service teacher with the College, a parent who wishes to assist students through a classroom reader development program or a student who assists with coaching a sporting team. The Policy also applies to host families involved in any College endorsed program involving the provision of accommodation and care to Australian and Overseas students. (Refer Billeting Policy).

The Policy does not apply to visitors who are invited to visit the school on a supervised basis.

Any uncertainty about a person's suitability to volunteer at the College, will be determined by the Principal, the Head of People and Culture or any Executive member.

3. EXTERNAL REFERENCES

- Reportable Conduct Scheme as per Child Safe Organisations Act 2024
- Child Protection Amendment Act 2014 (Qld)
- Child Protection Act 1999 (the Act)
- Child Protection Reform and Other Legislation Amendment Act 2022
- Working with Children (Risk Management and Screening) Act 2000
- Work Health Safety Act 2011

4. DEFINITIONS

For the purpose of this Policy:

Volunteer means a person authorised by the College to provide services or assistance to students and/or staff on an unpaid basis.

Visitor means a person authorised to visit the College on a supervised basis.

Student means all persons enrolled at St Andrews Anglican College in the current year.

5. RATIONALE

As professionals, teachers have the key responsibility at school for children's learning, but this responsibility can be shared with parents and volunteers. At St Andrew's, we acknowledge and appreciate that parents and volunteers are frequently effective co-educators supporting our teaching staff and Co-curricular Program. The development of trusting and productive partnerships between teaching staff and volunteers can lead to very effective and positive outcomes of students' education.

As such, St Andrew's Anglican College welcomes the involvement of volunteers. While parents and family members are particularly welcome to attend as guests at assemblies, presentations, sporting events, worship and other College activities, there are many other opportunities for volunteers to contribute to our College community. Where appropriate and with the formal approval of the College through the volunteer notification process, this contribution can include but not limited to, the following volunteering activities:

- Providing support in classrooms (reading etc.),
- Coaching, managing, or assisting sporting teams,
- Parent representatives on sub-committees,
- Assistance in planning College events such as cultural and sporting events,
- Assisting with co-curricular activities,
- Providing First Aid assistance,
- Coaching, assisting or judging debating events,
- Assisting in the school canteen,
- Coaching or mentoring Music students,
- Assistance at school camps, trips, or excursions, and
- Providing accommodation to Australian and Overseas students visiting the College.

6. BLUE CARD

All Volunteers (as defined under this Policy), including parents of current students, are required to hold a Working with Children Check (Blue Card) before starting any unpaid work at the College. As a child-safe organisation, the College adopts requirements that exceed the minimum legislative standards prescribed by Blue Card Services. Except where an individual is under 18 years of age, the College does not rely on the standard volunteer exemptions available under the *Working with Children (Risk Management and Screening) Act 2000* (Qld). Accordingly, all volunteers, including parents of current students and individuals who may rely on the 7-day exemption under Blue Card Services, are required to hold a valid Blue Card that has been verified by the College prior to commencing any volunteer duties.

Certain professions are exempt from holding a Blue Card when completing work that is within the scope of their professional duties. This includes registered teachers, police officers and Australian Health Practitioner Regulation Agency (AHPRA) registered health practitioners. However, if the volunteer work is outside the scope of their professional duties, they are required to provide an Exemption Blue Card.

For example, a QCT registered teacher who has volunteered to coach their child's basketball team on a Saturday morning would require an Exemption Blue Card.

A volunteer is unable to commence until their Blue Card has been linked to the College Blue Card Services portal, and added to the volunteer register.

For details regarding Blue Cards please refer to the Blue Card Policy.

Anyone who has committed a disqualifying offence and received an imprisonment order for the offence, cannot hold or apply for a blue card. Anyone who has committed a disqualifying offence but not received an imprisonment order for the offence, may apply for an Eligibility Declaration.

7. APPLICATION TO VOLUNTEER

If an individual is interested in volunteering with the College, the People and Culture team need to be notified by the relevant supervising staff member or by the individual. Once notified, the People and Culture team will email the volunteer the compulsory compliance, which includes:

1. **Online Volunteer Application Form that includes:**
    - **Blue Card Requirements** – The form will help determine whether a valid Blue Card is required for the individual to volunteer. If they require a Blue Card, their card details will be collected in the form. Alternatively, if they need to apply for a blue card then they will receive instructions on this process – refer Blue Card Procedures.
    - **Copyright** - Any materials produced by volunteers in their work at the College become the property of St Andrew's Anglican College and cannot be reproduced or provided to other parties without the permission of the College. Volunteers will receive acknowledgement for any such materials produced.
    - **Rights & Responsibilities** - Volunteers are afforded a number of rights as provided by law (e.g., relevant insurance coverage; avoidance of sexual harassment/workplace bullying, WHS protection etc.) along with others provided by being a member of the College community.
    - **Terminating Volunteer Work** - Volunteers can cease their work at any time and are requested to notify their supervising staff member to alert them that the volunteer assistance will no longer be provided. The College can at any time cease agreement to host a volunteer due to a serious breach of the Code of Conduct for Anglican Schools and Education & Care Services or due to changes in circumstances which no longer warrant provision of the voluntary services previously agreed to.
    - **Privacy** - Any personal information (including Medical Records) of students must always remain confidential.
    - **Emergency & Safety** - Volunteers must always strictly comply with the College emergency procedures and safety rules.
    - **Representing the College** - Volunteers are not to contact outside organisations (media or other) on behalf of or independently of the College. At all times, volunteers must present themselves in accordance with the Code of Conduct for Anglican Schools and Education & Care Services and other expectations including dress standard, behaviour, speech, and representation of the College and in the wider community.

2. **Online Code of Conduct Training** – Completion of the online Code of Conduct training. This includes the Code of Conduct booklet and Acknowledgement for the Commitment to the Code for Anglican Schools and Education & Care Services. Volunteers are required to commit to the Code of Conduct for Anglican Schools and Education & Care Services.

3. **Online Child Protection Training** – Completion of the ASC's annual online Child Safety Process Course via the online training platform.

4. **Online Reportable Conduct Training** – Completion of the ASC's annual online Reportable Conduct Training via the online training platform.

   Volunteers are not permitted to commence any unpaid work at the College until they complete and acknowledge that they will comply with all the above requirements.

In exceptional circumstances where a volunteer or staff member is unable to fulfil their duties at short notice, and all reasonable efforts to secure a replacement who has completed the required training have been unsuccessful, the College may utilise a volunteer who is eligible to rely on a Blue Card Services exemption as a last resort.

For example, if a coach or other approved volunteer for a netball team is unable to attend at short notice and a compliant volunteer with a blue card cannot be secured, a parent of a student participating in that netball game may assist under the parent volunteer exemption, provided the exemption applies and the parent is not a restricted person. In these circumstances, a College staff member must be present and supervising the activity at all times.

5. RELATED DOCUMENTS

- Our Commitment: Creating environments for children and young people to thrive Code of Conduct for Anglican Schools and Education & Care Services
- Volunteer Online Registration (ERM)
- Student Protection in Anglican Schools
- Child Safe Action Plan: Operations Plan
- Blue Card Policy
- Blue Card Procedures
- Billeting Policy
- WHS Policy
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DOCUMENT CONTROL	
Title	Volunteer Policy
Policy Owner	Head of People and Culture
Review Frequency	36 months
Last Reviewed	16/07/2026
Due for Review	31/7/2027
Category	People & Culture
Date and Time Printed	29/10/2026 3:05 pm