

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 on a regular basis as well as volunteers involved in school camps, trips, or excursions.

2. SCOPE

This Policy applies to anyone, whether from within the College parent community or more broadly beyond the immediate College community, who wishes to spend time voluntarily providing any form of service to the College where such service requires direct contact with students and/or staff in the course of standard daily College operations.

For example, the policy and procedures apply to a person wishing to undertake voluntary classroom observation to augment their studies as a pre-service teacher, or who wishes to participate in team-teaching as part of an exchange/visitation program, or who wishes to assist students through a classroom reader development program. 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 guests 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 Human Resources or any Executive member.

3. EXTERNAL REFERENCES

- 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.

Guest 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,
- Friends of Rugby or any other co-curricular activity,
- 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) are required to hold a Working with Children Check (Blue Card) before starting any unpaid work at the College (unless the volunteer is a parent of a current child attending the school).

The Blue Card system is a key prevention and monitoring system of people working with children and young people in Queensland. It aims to minimise the risks of harm to children and young people by contributing to the creation of safe and supportive environments and is founded on the principle that all children have a fundamental right to be protected from harm.

The Blue Card system is managed by the Department of Justice and Attorney-General. The screening process involves a national police information check, a check of disciplinary information and a complete assessment of the applicant's eligibility to work with children on a paid and un-paid basis.

It is an offence for a disqualified person to apply for or renew a blue card. Penalties of up to 5 years.

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

A person wishing to volunteer their services to the College must complete an online Volunteer Application Form that includes information on:

- Blue Card Requirements - If a valid Blue Card is required, the Blue Card ordering process will commence – refer Blue Card Procedures.
- Code of Conduct – Booklet and Acknowledgement for the Commitment to the Code for Anglican Schools and Education & Care Services.
- Volunteers must attend the first available face-to-face Code of Conduct session scheduled during the term they commence volunteering at the College. If that session has already happened, then they must attend the first available session the following term.
- 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.

Volunteers are required to commit to the Code of Conduct for Anglican Schools and Education & Care Services. Once approved, Volunteers will receive an email invitation to attend a face-to-face Code of Conduct training session.

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

8. VOLUNTEER MANAGEMENT STRATEGY

As required under the Child & Youth Risk Management Strategy (CYRMS), a Volunteer Management Strategy has been developed to provide clear guidelines on the screening, selection, and management of volunteers in order to create a safe environment for students at the College. This strategy is to be reviewed annually – in line with the annual review of the CYRMS.

9. RELATED DOCUMENTS

- Our Commitment: Creating environments for children and young people to thrive Code of Conduct for Anglican Schools and Education & Care Services
- Volunteer Notification Form
- Volunteer Online Registration (ERM)
- Student Protection in Anglican Schools
- Blue Card Policy
- Blue Card Procedures
- Billeting Policy
- WHS Policy

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