



## **VOLUNTEER POLICY AND PROCEDURES**

### **PURPOSE OF VOLUNTEER POLICIES**

These policies are written to provide overall guidance and direction to staff and volunteers engaged in volunteering at Tyndale Christian School. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The School reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Principal, Head of School or the Business Manager, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Principal, Head of School or the Business Manager.

### **PHILOSOPHY**

Tyndale Christian School believes that voluntary workers can make a significant contribution to the School by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement School programmes, thus providing a wider range of interactions and experiences for students.

### **DEFINITION OF A VOLUNTEER**

A volunteer is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers shall not be considered as employees of the School.

### **SELECTION PROCEDURE**

1. Volunteers will be assessed for their suitability to work at the school by the Principal, Head of School, Business Manager, or other employee delegated this authority. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character, following an interview.
2. Volunteers will be required to complete and sign a V1.01A Volunteer's Application and Agreement Form before they commence volunteer work.
3. Criminal history assessments will be made in accordance with Policy S1.15 Criminal History Assessments.
4. Volunteers will be asked to provide the name of referees, who may be called upon to attest to the character of the volunteer. The School may request further referees or request agreement from the potential volunteer to speak to a particular person (e.g. if the School becomes aware that the person has been a volunteer in another school but no-one in the school is listed as a referee).

### **THE SCHOOL'S RESPONSIBILITIES**

Tyndale Christian School is committed to the comprehensive Duty of Care Policies that have been put into place to protect the safety and welfare of all students. The School accepts and affirms that this covers the practice of using volunteer workers within the school environment. Volunteers will only work in the School when approved by in accordance with this policy, and only in approved



areas. Pursuant to this, the School will ensure that:

1. A Staff member will be allocated to supervise a volunteer in each of the areas he/she works;
2. A register of current volunteers shall be kept;
3. Staff wishing to use the services of a volunteer shall check the volunteer register prior to their commencement;
4. The personal information of volunteers will be collected, stored and used in accordance with the School's privacy policy;
5. Accurate records will be kept of a volunteer's work details and training;
6. Volunteers will be provided with induction and training (where required) that will include:
  - a. Mandatory reporting;
  - b. Work Health and Safety procedures;
  - c. Duty of Care responsibilities to students;
  - d. Confidentiality requirements; and
  - e. Any training needed specific to the area of volunteer work.
7. Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status;
8. Changes to a volunteer's area of work or time commitment will be made with full consultation;
9. Supervising teachers will be available to discuss volunteers' concerns as they arise;
10. Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students;
11. The School will insure the volunteer against injury suffered or caused due to negligence;
12. The School endeavours to provide a safe work place; and
13. The School will apply its grievance procedures if there is any problem.

## **THE VOLUNTEER'S RESPONSIBILITIES**

1. The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group, and this vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they have experienced emotional/physical neglect.
2. For volunteers, respecting the rights of children means they must not:
  - a. work unsupervised with students;
  - b. be involved in toileting students or assisting them in change rooms/sickrooms;
  - c. have unsupervised contact with students during break times;
  - d. encourage affection from or dependency in students;
  - e. have intentional inappropriate physical contact with students; or



- f. display bullying or intimidating behaviours towards students.
3. Volunteers are not to represent the School (e.g. answer questions of visitors, media, officials) or otherwise behave in a way that would imply the volunteer is a representative of the School, without permission from the Principal, Head of School or the Business Manager.
4. Volunteers must be appropriately dressed for their role and must at all times while performing their School tasks wear a name badge supplied by School.
5. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, parent/caregiver, or other person or involves overall School business.
6. Volunteers are asked to be reliable to the best of their ability and time commitments, and to give as much warning as possible whenever they cannot attend when expected
7. Volunteers are to follow Tyndale's rules and procedures, including Work Health and Safety.

### **RENEWAL OF A VOLUNTEER AGREEMENT**

Volunteers wishing to continue their service to the School after a period of three years will be asked to reapply as a volunteer and undergo another criminal history assessment and screening process. If a volunteer fails to renew an agreement with the School, or otherwise fails to fulfil screening processes including a police check, the School will deem that the person no longer wishes to or is able to volunteer, and the person will be removed from the School's volunteer register.

### **TERMINATION OF AGREEMENT**

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered where appropriate.

The School accepts the service of all volunteers with the understanding that such service is at the sole discretion of the School. Each volunteer agrees that the School may at any time, for whatever reason, decide to terminate the volunteer's relationship with the School.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the School. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

When a volunteer fails to renew an Agreement with the School, they shall be deemed to have terminated their agreement with the School.

### **REFERENCES**

- A4.02 Privacy policy
- A4.02E Contractor volunteer collection notice
- O2.02 WHS Induction for Contractors, Volunteers
- O2.03 WHS Statement for Contractors, Volunteers
- S1.03 Duty of Care
- S1.12 Protective Practices for Staff in the Interactions with Students
- S1.15 Criminal History Assessments



- V1.01A Volunteer Application and Agreement
- V1.01B Volunteer Induction Form
- V1.01C Volunteer Application Checklist
- AISSA Agenda Item Briefing "Criminal History Checks" 29 May 2008
- AISSA Agenda Item Briefing "Child Protection – Screening" 28 August 2007
- AISSA Agenda Item Briefing "Child Safe Environments Compliance Statement" 27 August 2010

**POLICY INFORMATION**

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|-------------------------------------|--------------------|
| Approver                            | Board of Governors |
| Date approved                       | 02/04/2014         |
| Date issued                         | 02/04/2014         |
| Officer responsible for this policy | Business Manager   |

# VOLUNTEER APPLICATION PROCESS

