

# Volunteer Management Policy



## Help for non-English speakers.

If you need help to understand this policy, please contact the Director of Community Relations.

*Mentone Girls' Grammar acknowledges the Bunurong People of the South-Eastern Kulin Nations for their connection to land, sea and community, and for their custodianship of the land on which we live, learn and work. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people today.*

## 1. Purpose

The purpose of this Volunteer Policy is to establish a clear and consistent framework that supports the safe, meaningful, and effective involvement of volunteers within the School community. The policy outlines the School's commitment to creating a positive environment where volunteers can contribute to student learning, wellbeing, and community engagement while ensuring compliance with relevant Victorian legislation and Department of Education requirements.

The policy aims to:

- Ensure that all volunteer involvement supports the goals, values, and culture of the School.
- Promote the safety and wellbeing of students by defining screening, supervision, and child safety obligations in line with the Child Safe Standards and Victorian legal requirements.
- Clarify the rights, responsibilities, and expectations of volunteers and School staff to support productive, respectful, and collaborative working relationships.
- Provide clear processes for selection, induction, training, and management of volunteers to ensure they are well prepared and supported in their roles.
- Strengthen connections between the School and the broader community by encouraging meaningful opportunities for participation.

## 2. Scope

This Volunteer Policy applies to all individuals who volunteer their time, skills, or services in support of the school's educational programs, operations, or community activities.

The policy covers:

- Direct Contact Volunteers who work directly with students under staff supervision.
- Indirect Contact Volunteers who assist with activities that do not involve direct student contact.
- One-off, short-term, and ongoing volunteers, including parents, carers, family members, community members, and students from other institutions completing voluntary service hours.
- All volunteering occurring on school grounds, during off-site school activities (excursions, camps, events), or within school sanctioned community programs.
- This policy applies regardless of the frequency or duration of a volunteer's involvement. It must be followed alongside relevant school policies, procedures, and legislative requirements, including the Child Safe Standards, Working with Children Check (WWCC) requirements, and the school's Code of Conduct.
- Staff who engage, supervise, or coordinate volunteers are also bound by this policy.



### 3. Who is a Volunteer

A volunteer is any person who freely offers their time, skills, or services to support the School without financial payment or reward.

Volunteers:

- Act under the direction and supervision of School staff.
- Support educational, extracurricular, administrative, or community building activities.
- Are not employees, contractors, or external service providers.
- Must meet all legislative and departmental requirements, including WWCC obligations and compliance with the Child Safe Standards.

### 4. Volunteer Activities

Under legislation, a volunteer is a person who participates in schoolwork or approved community work without payment or reward. *Schoolwork* includes:

- Activities undertaken by a school council.
- Activities carried out for the welfare of the school by a parents' association, alumnae association or other community group.
- Activities undertaken at the request of the Principal (or delegate) or Head of School.
- Helping in School or Early Learning Centre (ELC) programs.
- This broad definition ensures that volunteers participating in school community activities—such as fundraising or assisting with excursions—are legally protected (indemnified) in the event of an injury or accident while performing volunteer duties in good faith.

### 5. Child Safety

Mentone Girls' Grammar is committed to implementing and following practices that protect the safety and wellbeing of children (including vulnerable children), staff, and volunteers. Volunteers play a valuable role in the school community and must abide by the Child Safety and Wellbeing Code of Conduct.

#### Direct Contact Volunteers

Volunteers in classrooms, productions, sports programs, activities, and events must undergo suitability checks prior to commencing the volunteer position. This will include:

- A valid Working With Children (WWC) clearance.
- Verification through the Human Resources Department or the Risk and Compliance Manager.
- Additional checks as required (e.g., references, identity verification, work history involving children).

#### Indirect Contact Volunteers

Volunteers who do not work directly with children (e.g., School Council, committees, evening parent groups) must still hold a valid WWC Clearance, as they contribute to decisions affecting students.

#### Exemptions

The following volunteers do not need to complete the Volunteer Registration form:

- A parent/guardian attending the School for a meeting with staff where they will not have direct contact with children
- Immediate past students (graduated within the previous 12 months) invited to speak under staff supervision

All exemptions must be approved by the Principal or delegate before volunteering begins.



## 6. Supervising Volunteers

A staff member must always supervise volunteers. Volunteers cannot hold or undertake duty of care responsibilities.

Supervision ensures:

- Students remain under the care of trained professionals.
- Volunteers receive guidance, direction, and behavioural expectations.
- Volunteers perform only authorised tasks.
- Volunteers are never left alone with students.
- Volunteers do not enter school buildings unsupervised or without prior permission.
- Interactions remain visible, safe, and appropriate.

Staff must:

- Follow this policy.
- Not permit volunteer participation without approval.
- Supervise volunteers appropriately.
- Report any concerns immediately.
- Volunteers cannot be used to replace an absent staff member or fill a vacant position.

## 7. Volunteer Responsibilities

### **Safety**

Under Occupational Health and Safety (OHS) legislation, the School is responsible for volunteer safety. Volunteers can expect:

- Risk assessments for activities involving volunteers.
- Measures to eliminate or minimise foreseeable risks.
- Not to be assigned primary responsibility for high-risk activities.
- A nominated supervising staff member.
- Insurance coverage for injuries sustained while volunteering.
- Volunteers must not smoke or vape within four metres of school entrances and must not attend the School under the influence of drugs or alcohol.

### **Signing In**

Volunteers must sign in and out at Senior School or Junior School Reception and always wear a name tag on campus. Supervisors must ensure volunteers sign out at the end of each day.



## **Training and Induction**

Before commencing all volunteers must complete:

- Required Child Safety training
- Review of relevant policies
- Sign the Volunteer Agreement

## **IT Systems and Security**

Volunteers will not be provided with access to laptops, phones, or school systems unless approved by the Principal or delegate.

## **Intellectual Property**

All materials or content created by volunteers during their duties remain the property of the School. Volunteers must not reproduce or share materials without written permission.

## **Confidentiality**

Volunteers may access sensitive information and must:

- Maintain strict confidentiality.
- Not disclose information except where legally required.
- Avoid discussing student or school matters outside the supervising staff member.
- Handle documents securely.
- Confidentiality obligations continue after volunteering ends. Breaches may result in immediate termination of volunteer duties.

## **Use of Personal Devices**

Volunteers must never take photographs or video recordings of students. Only authorised staff may do so with appropriate consent. Any concerns must be reported immediately to the supervising staff member or Child Safety Champion.

The use of personal mobile phones or electronic devices is strictly prohibited in learning spaces or when students are present. Devices must be stored out of sight. Any breach—including visible devices—is considered a serious violation of child safety expectations.

## **Expenses**

Volunteers are not paid for their time. The School may reimburse preapproved expenses supported by receipts. Non-reimbursable expenses include personal transport, meals, parking (unless approved), and personal items.

## **8. Record Keeping**

Human Resources and the Risk and Compliance Manager will record WWCC details and the signed Volunteer Agreement. Records will be maintained in accordance with Public Records Office of Victoria requirements.

## **9. Communication of this Policy**

This Policy will be communicated to our School community in the following ways:

- available publicly on our School's website
- available on mConnect
- included in volunteer induction processes

## 10. Related Documents and Policies

- Ministerial Order 1359 – Managing the Risk of Child Abuse in Schools and Boarding Schools
- Occupational Health and Safety Act 2004
- Working with Children Act 2005 (VIC)
- Privacy Policy
- Child Safety Framework
  - Child Safety and Wellbeing Policy
  - Child Safety and Wellbeing Code of Conduct
  - Child Safety Response and Reporting Procedure
- Volunteer Agreement
- Professional Boundaries Policy
- ELC Volunteer Policy and Agreement

## 11. Governance

Policy Number	POL_SCH_VOL_2		
Policy Owner	Director of Community Relations	Policy Approver	SMT
Approval Date	March 2026	Next Review	March 2028
Review frequency	Every 2 years		
Policy Management	This policy is administered by Director of Community Relations		

## 12. Review History

Document Number	Review Period	Review Outcomes	Approval
POL_SCH_VOL_1	June 2024	Draft Version only	
POL_SCH_VOL_2	March -April 2026	Scheduled Review and updating of Volunteer Agreement	SMT