

Volunteer Policy

1. Commitment to Child Safety

Camberwell Girls Grammar School is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe, and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by Camberwell Girls has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

2. Purpose

At Camberwell Girls Grammar School (Camberwell Girls), the "School", we highly value the contributions of volunteers who generously dedicate their time and skills to enhance the educational experience of our students. This Volunteer Policy outlines the expectations of volunteer school workers and the responsibilities of the School in managing volunteers to ensure a positive and effective partnership between the school and its volunteers.

3. Scope

The policy applies to all volunteers, except for people under 18 years such as students who undertake volunteer work at Camberwell Girls.

4. Definitions

Term	Definition
School	Camberwell Girls Grammar School (Camberwell Girls)
Volunteer	A volunteer at Camberwell Girls is an individual who willingly and without financial compensation contributes their time, skills, and expertise to support school activities, programs, and events. They may include a Parent, members of the Parents & Friends Association (PFA), Old Grammarians Association, learning and support or camps and excursion assistants. Volunteer work involves child-connected work and child-related work.



Child-connected work	Work performed by an adult in a school environment while children are present or reasonably expected to be present.
Child-related work	Work that usually involves (or is likely to involve) direct contact with a child (including oral, written or electronic communication as well as face-to-face and physical contact) that is a central part of that person's duties. Child-related work may be either paid or unpaid (voluntary). It does not include work that involves only occasional direct contact with children that is incidental to that person's work.
Personal Information	Information or an opinion about an individual (or an individual who is reasonably identifiable) whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.
Mandatory Reporting	A child safety mechanism introduced as a result of the <i>Betrayal of Trust Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations</i> to protect any child under the care and supervision from foreseeable harm.
Reportable Conduct Scheme	A further child safety mechanism introduced as a result of the <i>Betrayal of Trust Inquiry</i> . The Reportable Conduct Scheme complements the Child Safe Standards and other existing child safety measures.
WWCC	Working With Children Check. Working With Children Clearance.
Students	All Camberwell Girls students including overseas students.
Parents	Parents, guardians, carers, grand-parents, student's relatives.
Staff	All staff employed at Camberwell Girls.

5. Roles and Responsibilities

- | The **Principal** is responsible for:
 - | communicating this policy to Staff, Parents and the school community via Parent Lounge, and in the School newsletters.
 - | ensuring that volunteers have provided the School with their WWCC.
 - | implementing processes and procedures for the induction, training and supervision of volunteers, as appropriate.
 - | providing and maintaining a school environment that is safe and free of risks to health and safety, so far as is reasonably practicable.
 - | permitting or denying entry of any person to school premises, as appropriate.
 - | taking action if a volunteer fails to comply with this policy.



- | The **Community Engagement Manager** or relevant **Head of School** or other **Staff** engaging volunteers are responsible for:
 - | preparing volunteer engagement packs, including links to relevant School policies and obtaining a Working With Children Clearance (WWCC) card from prospective volunteers.
 - | ensuring all volunteers have a valid WWCC card prior to engaging in any volunteering activities at the School.
 - | ensuring all volunteers are on-boarded through the School's Volunteer Induction process.
 - | providing induction information and support to volunteers on child safety matters, as needed.
 - | ensuring the volunteer engaged has signed in on arrival and signed out on departure on the Linksafe system.
 - | acting as a point of contact for volunteers about child safety and WH&S concerns.
 - | supporting volunteers to focus on the safety needs of vulnerable students.
 - | reporting any non-compliance of this policy to the Principal.
- | **Staff** are responsible for:
 - | understanding the obligations of the volunteer under this policy.
 - | ensuring all engagement with volunteers is processed through the School's Volunteer induction process and volunteers engaged in child related work are recorded in the Volunteer Register.
 - | ensuring the volunteer engaged has signed in on arrival and signed out on departure on the Linksafe system.
 - | monitoring volunteers under their supervision and providing guidance where needed.
 - | reporting any non-compliance of this policy to the Principal.
- | **Volunteers** are responsible for and must:
 - | provide the School with a valid Working With Children Clearance (WWCC) card prior to volunteering.
 - | notify the Community Engagement Manager, relevant Head of School or staff member if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWCC has been suspended.
 - | renew their WWCC before it expires.
 - | familiarise themselves with the policies, procedures and codes of conduct referred to in the School's volunteer induction pack including but not limited to:
 - | School Community Code of Conduct
 - | Child Safety and Wellbeing Policy
 - | Volunteer Policy
 - | undertake the volunteer induction process.
 - | report to reception and sign in on arrival and sign out on departure on the Linksafe system.
 - | behave in a way which is consistent with the ethos, values, and philosophy of the School.
 - | be respectful and courteous in dealings with Staff, Students, Parents and the school community.
 - | comply with any reasonable direction given by a member of staff.
 - | ensure that any Personal Information they become aware of because of their volunteer work, is managed sensitively and in accordance with the School's Privacy Policy.
 - | immediately report any risks, hazards, incidents, accidents, and injuries to their CGGS contact or a member of staff.
 - | immediately report any child safety or wellbeing concerns to their CGGS contact or a member of staff.
 - | This includes reporting:
 - | any concern or suspicion about the physical, psychological, or emotional health, safety or wellbeing of a student;
 - | any concern or suspicion about the inappropriate action or behaviour of any adult.



6. Policy Statement

Camberwell Girls Grammar School is committed to implementing and following practices which protect the safety and wellbeing of our Students, Staff and volunteers. We also recognise the valuable contribution that volunteers provide to our school community.

The procedures set out below are designed to ensure that the School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

6.1. Policy Principles

Inclusivity: The School welcomes volunteers from diverse backgrounds and experiences. We aim to create an inclusive environment where all volunteers feel valued and respected, in line with our Diversity and Inclusion Policy.

Safety: The safety and well-being of our students are paramount. All volunteers must adhere to the School's Child Safe Standards and policies, and relevant Codes of Conduct.

Collaboration: Volunteers work in collaboration with school Staff, respecting their leadership and guidance.

Confidentiality: Volunteers may have access to sensitive information about Students and Staff. It is essential to maintain strict confidentiality and respect privacy at all times, in line with the School's Privacy Policy.

Volunteer Opportunities

Classroom Assistance: Volunteers may assist teachers in various classroom activities, under the supervision of the teacher.

Extracurricular Activities: Volunteers may assist in supporting and participating in extracurricular programs, such as sports, arts, and other school events.

Parent and Community Engagement: Volunteers may assist in organising and participating in parent and community engagement activities, fostering positive relationships between the school and the broader community.

6.2. Induction and Training

To support a child safe environment, before commencing any volunteering with CGGS, volunteers must:

- provide a Working With Children Check (WWCC).
- acknowledge they have read the relevant child safety policies.
- acknowledge they have read and will abide by the Child Safety Code of Conduct which supplements this policy and outlines the behaviours and expectations of the School Community.
- receive induction appropriate to their role and responsibilities.

Training: Volunteers may be provided with specific training relevant to their roles.

6.3. Management of Volunteers

Camberwell Girls Grammar School keeps a record of all volunteers who have completed a volunteer induction and any specific training to ensure everyone is appropriately on-boarded. This record register is maintained by the Community Engagement Manager for Secondary School and Deputy Head of Junior School at Junior School.

The **Community Engagement Manager**, relevant **Head of School** or other **Staff** engaging volunteers are responsible for reviewing and ensuring volunteers have completed the required Induction Program.

Anyone who does not have a valid Working with Children Check is unable to volunteer at CGGS.

6.4. Volunteer Complaints

Any complaints made by volunteers will be dealt with appropriately and in accordance with the School's Complaints Management Policy – School Community or Whistleblower Policy.

6.5. Breach of Policy

The Principal has discretion to terminate the engagement of a volunteer for any reason.



If a volunteer fails to comply with this policy, the School may respond in a number of ways, depending on the nature of the breach, which may include:

- | issuing the volunteer with a warning (verbal or written) in relation to the breach and advising the volunteer of the consequences should a further breach occur;
- | limiting or banning the volunteer's access to school premises or from attending or being involved in school activities, functions or events;
- | terminating the engagement of the volunteer; or
- | reporting the behaviour to Victoria Police or any other relevant agency, as appropriate or required by law.

7. Related Documents

- | Child Safety and Wellbeing Policy
- | Child Safety Code of Conduct
- | Child Safety Response & Reporting Policy
- | Privacy Policy
- | Student Welfare and Safety Policy
- | Complaints Management Policy – School Community
- | Whistleblower Policy
- | Diversity and Inclusion Policy

8. Legislative Context

- | Worker Screening Act 2020 (Vic)
- | Ministerial Order No 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises



9. Governance

9.1. Document Details

Document Details	
Title	Volunteer Policy
Policy Approver	Risk and Compliance Manager
Date Approved	May 2024
Policy Owner	Head of Senior School
Date Created	May 2024
Review Timeline	Every 2 years
Date of Next Review	May 2026

9.2. Version Control

Version	Date	Description
1.0	4 September 2022	Initial version
2.0	5 December 2022	Inclusion of Volunteer Engagement Procedure within the one document
3.0	May 2024	Rolled over as part of review cycle.

9.3. Audience

Audience	Publication Location
Internal Camberwell Girls Grammar School	School policy system