

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

To outline the processes that Keysborough Secondary College will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

Work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

As defined by the [Worker Screening Act 2020](#) (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Parent, carer, parent/carer's

Keysborough Secondary College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Keysborough Secondary College greatly values and also recognises the contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Keysborough Secondary College

require parents to obtain one in these circumstances given the degree of contact volunteers may have with students in these situations – see [Suitability Check Flowchart for Schools](#) and the Department's Policy and Advisory Library (PAL) — [Working with Children and other Suitability Checks for School Volunteers and Visitors](#).

who regularly assist in College activities, regardless of whether their own child is participating or not.

sitting on School Council with student School Council members, regardless of whether their own child is a student member or not.

Depending on the nature of the volunteer work, our College may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

At law, volunteers who are not engaged in child-related work (eg fete planning and organisation) do not need a WWC Check under the *Worker Screening Act*. However, the Child Safe Standards require appropriate suitability checks for any work which is work performed where children are present or reasonably expected to be present.

On some occasions, parents and other members of the College community may volunteer to do work that is not child related. For example:

- volunteering on the weekend for gardening maintenance
- working bees
- parents and friends club coordination
- College council
- participating in sub-committees of school council
- fete coordination
- other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Clearance or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, we reserve the right to undertake suitability checks, including proof of identity, WWC clearance, at its discretion if considered necessary for any particular activities or circumstances.

College Council members and volunteers on any sub-committee of College Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the College Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Clearance.

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of

they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The College Principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

our staff handbook, student diary and enrolment/transition packs
discussing our Child Safety standards with students in the classroom, meetings and assemblies
including the Child Safety standards on the College website
including the Child Safety standards on the intranet and Compass
promoting the Child Safety standards through social media.
included as a link in all invitations to prospective volunteers
included in our staff handbook/manual
discussed in an annual staff briefing/meeting
made available in hard copy from the College Administration upon request

This policy should be read in conjunction with the policies on the Department's Policy and Advisory Library (PAL):

[Equal Opportunity and Anti-Discrimination](#)
[Child Safe Standards](#)
[Privacy and Information Sharing](#)
[Records Management – School Records](#)
[Sexual Harassment](#)
[Volunteers in Schools](#)
[Volunteer OHS Management](#)
[Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
[Workplace Bullying](#)

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Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3
Workers Compensation Act 1958
Wrongs Act 1958 – section 37(1)
Working with Children Act 2005
Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015
Ministerial Order 870

Child Safety and Wellbeing Policy
Child Safety Code of Conduct
Child Safety Responding and Reporting Policy
Duty of Care Policy
Inclusion Policy
Staff information Registers Policy
Values and Philosophy Statement
Wellbeing and Engagement Policy
WWCC Register Maintenance Procedure

Policy last reviewed	March 2024
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Responsibility for Policy Development	Accountabilities Assistant Principal
Consultation	March 2024 Student Representative Groups Principal Class Officers College Council
Approved by	College Principal and College Council
Next scheduled review date	December 2025