

Volunteer Policy

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1. Purpose

1.1. The purpose of this Policy is to ensure volunteers working with students within CST schools are:

- registered as a person fit to work with vulnerable people;
- positively supported in their work;
- cared for in an appropriate manner; and
- aware of their rights and obligations.

2. Scope

2.1. This Policy applies to all volunteers working with students enrolled in CST schools and includes both in school and out of school activities.

2.2. This Policy is aligned with the Australian Human Rights Commission National Principles for Child Safe Organisations.

3. Policy

3.1. Definition of terms for the purpose of this Policy:

- **PCBU means** a person conducting a business or undertaking (PCBU). A PCBU may be a corporate (company), unincorporated body or association, a partnership, the Crown and a natural person (example, sole trader or self-employed). CST is a PCBU.
- **Officer**, as determined by CST, is a member of The Board, and the School Executive are Officers in relation to the Work Health and Safety Act 2012.
- **Worker**, as determined in the:
 - Work Health and Safety Act 2012, a person is a worker if the person carries out work in any capacity for a PCBU, including work as a volunteer.
 - Child and Youth Safe Organisation Act 2023, a worker, of an entity, is a person who has attained the age of 18 years who is engaged by the entity to provide services, including as a volunteer, whether or not the person is engaged in connection with any work or activity of the entity that relates to children.

3.2. **Volunteers:** enrich and enhance the educational opportunities available to students in CST schools. They are a welcome and valuable expression of partnership. To be considered a volunteer, a person may not be remunerated for their services. A volunteer, however, may be reimbursed for out of pocket expenses.

3.2.1. Obligations and rights of volunteers: while they are not employees, volunteers are bound to work under the same policies (i.e. Safeguarding Children & Young People Policy, Staff Code of Conduct Policy, Work Health and Safety Policy) as staff in relation to their work within CST. Additionally, they must respect the confidentiality of any information gained during the course of their volunteer work

3.2.2. While at work, a volunteer must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction given by the PCBU; and
- Cooperate with any reasonable policy or procedure of the PCBU in relation to health or safety within the workplace.

Where a volunteer is not able to subscribe to or uphold the Statement of Faith, they would be expected to fully uphold the School's Christian education program and be in agreement with the School's Christian values and how these are expressed in the day to day life of the School.

Volunteers must be given the necessary instruction in the work to be performed to ensure that it is carried out safely in accordance with accepted practice and standards. Similarly, the Principal, Manager or their delegated authority must be satisfied that the volunteer is seemingly capable of undertaking the duties, that adequate supervision is provided and that the work environment is safe.

The use of volunteers is at the discretion of the Principal or Manager. Whether regular or periodic, the presence of a volunteer needs to be accounted for in some way appropriate to the school and the service they are providing.

- ### 3.2.3. Duty of Care for Volunteers:
- when a volunteer supervises a group of students, the volunteer owes a duty of care to those students. In the same situation, the school owes a duty of care to both the volunteer and the students being supervised by the volunteer.

CST does not endorse private travel arrangements between students and volunteers.

In the event that a parent arranges, authorises and consents for a volunteer to transport their child to a school-related event, the responsibility lies with the parent.

Working with Vulnerable People Checks for Volunteers: on the basis that the safety and welfare of students are paramount, Principals will require that all volunteers have a Working with Vulnerable People Registration Card in addition to implementing other measures of safety and care.

However, a Principal may choose to allow a volunteer not to hold a Working with Vulnerable People Checks if they are volunteering for a specific school event e.g. Oliebollen which typically occurs out of regular school hours. In this instance the Principal must ensure that the person volunteering is working under the direct supervision of event or activity supervisors with a Working With Vulnerable People registration and appropriate training complete. Furthermore, the Principal must ensure that the individual has not volunteered/worked with children for more than 7 days and will not directly supervise children.

The 7 days or less exemption is based on days not hours. Per day includes one event in a day. That is, one hour of parent help at a school or one hour working as a soccer coach for a club/association counts as a day.

Obtaining a Working with Vulnerable People card is normally at the volunteer's own expense and is not reimbursed by CST. However, Principals may reimburse a volunteer for this expense at their discretion.

Given the responsibilities staff have in terms of duty of care for students, it is important that appropriate levels of supervision of volunteers and students are maintained and that students are not placed at risk with non-staff members.

- 3.2.4. Working with Vulnerable People Checks for CST Student Volunteers: students over the age of 16 who attend CST schools and assist in a volunteering capacity that involves direct contact with students at any CST school will be required to have a Working with Vulnerable People Registration Card. This also includes university students undertaking practicums in CST schools.
- 3.2.5. Obtaining a Working with Vulnerable People Registration Card: the procedure to obtain a Working with Vulnerable People Registration Card is detailed on the Department of Justice website: <https://wwcforms.justice.tas.gov.au/Apply/ApplicationStart.aspx>
- 3.2.6. Volunteers should list the school(s) where they are volunteering on their Working with Vulnerable People registration.
- 3.2.7. Prior to a volunteer being authorised to volunteer at CST, it is mandatory that a delegated person appointed by the Principal, checks to ensure that a volunteer has listed the School into their registration and their details are current and they are registered i.e. not suspended, cancelled, incomplete or refused. If the volunteer has not listed the school(s) where they are proposing to volunteer, the delegated person must do so on their behalf.
- 3.2.8. Principals must ensure that records of school volunteers and their details, including Working with Vulnerable People Registration details are recorded, monitored and maintained for currency and compliance.
- 3.2.9. Volunteer application, induction and approval: the relevant Principal or Manager is responsible for inducting and approving all new volunteers to their role and workplace.

Once a person has registered their interest in volunteering, an approval and induction process will commence. All volunteers will be required to complete a Work Health and Safety Induction. Volunteers who are identified as working/volunteering in a high-risk category e.g. coaching, swimming, overnight camps etc. will be required to undertake online child-safe training. When completed, the volunteer applicant will be reviewed, and if deemed competent and suitable, they will be approved by the Principal and notified accordingly.

- 3.2.10. Volunteers are obliged to update their registration and remove the school listed when they no longer volunteer at CST.
- 3.2.11. Insurance: CST provides personal accident and public and product liability insurance for volunteers and students, including students participating in VET and Special and Alternative Learning Programs.

While individual circumstances may vary, the Policy generally covers:

- medical costs not covered by Medicare or private health funds;
- loss of wages (except where the person is covered by an income protection policy); and
- restricted amounts for loss of function.

3.2.12. The costs of medical services received in a private hospital are the responsibility of the volunteer. Employee Assistance Program: Volunteers will be able to access CST's Employee Assistance Program provided by Positive Solutions and utilise up to three free, confidential counselling services.

To make an appointment, contact 1800 064 039 or email admin@positivesolutions.com.au

3.2.13 Workers Compensation: Volunteers are not covered under Workers Compensation legislation.

4. References and Additional Related Documents

- CST Vision, Mission & Values
- CST Statement of Faith
- CST Work Health and Safety Policy
- CST Staff Code of Conduct
- CST Safeguarding Children & Young People Policy
- CST Responding to Child Abuse Reports and Allegations Policy
- CST Complaints, Grievances and Conflict Policy

5. Record Keeping

5.1 This Policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

5.2 The master copy is kept in <https://www.cst.tas.edu.au/services> under Policy Documents, online in read-only in PDF form. Any printed or downloaded copies are deemed uncontrolled.

GENERAL DEFINITION OF TERMS:

Where referred to in this document:

Christian Schools Tasmania (CST) means an association of Christians who, through their Board of Directors, are legally responsible for Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School.

The School refers to the CST school to whom the Policy applies.

The Board means the Board of Directors of Christian Schools Tasmania.

Executive is a forum including the Chief Executive Officer, Principals and the Business Manager.

Chief Executive Officer (CEO) is the person appointed to the position of Chief Executive Officer of the Association, or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of an Association school, or a person acting from time to time in that position.

Compliance Manager is the person appointed to the position of Compliance Manager of the Association, or a person acting from time to time in that position.

Business Manager is the person appointed to the position of Business Manager of the Association, or a person acting from time to time in that position.

Manager means a person appointed to a managerial position within CST.

Staff is any person either employed by CST either on a casual, part-time or permanent basis as well as volunteers, contractors and sub-contractors engaged in working at a CST School.

Parent is a person who is the legal guardian of a child enrolled at a CST school.

Child means any student enrolled at a CST school.