



# SF004 – VOLUNTEER POLICY

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## POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

## PURPOSE AND SCOPE

This policy outlines the Willunga Waldorf School's commitment to making sure its volunteers are encouraged and supported and their contribution is acknowledged and valued. It also sets out the requirements for recruitment, induction and management of volunteers to comply with relevant legislative and policy obligations.

This policy applies to:

- Anyone engaged in volunteer work at the Willunga Waldorf School, Kindergarten and Playgroup sites. This includes School Council and sub-committees, Parents & Friends and other committees.

The following are not in scope of this policy:

- Work experience and work placement.

Education and care staff should refer to the workplace learning procedure for further information about people on work experience.

## POLICY STATEMENT

Willunga Waldorf School acknowledges that volunteers play an integral part in supporting the work of the School and enrich the lives of the children and young people in our care. We welcome their contribution.

This policy provides guidelines to volunteers, staff and management on the roles, responsibilities and expectations of volunteers within our School to ensure that it is a safe, just, compassionate, responsive and inclusive place for all.

The School recognises the many benefits of volunteering.

Benefits for the School include that volunteers:

- Provide the School with a broader resource base from which to draw positive opportunities for children and young people
- Enhance community participation and parent involvement
- Expand the social, cultural and educational outcomes for children and young people
- Provide a safer environment for children and young people
- Make a positive difference for children and young people



Benefits to volunteers include:

- A sense of purpose that enhances their feelings of belonging and happiness
- An opportunity to learn new skills
- An opportunity for deeper involvement in School life and culture

## VOLUNTEER ACTIVITIES

Volunteers participate in many roles that support the School to make sure children and young people are cared for in a safe and positive environment.

Some of the roles volunteers participate in include:

- Participating in committees and serving School Council
- Helping in the School gardens
- Providing classroom support for activities such as cooking, reading or craft
- Running the Rainbow Room craft shop
- Coaching sports teams
- Helping on excursions and camps

## REQUIREMENTS FOR VOLUNTEERING

The following requirements apply when engaging volunteers in our School. These requirements are in accordance with our School's Child Safe Environment policy. They exist to support volunteer participation and aim to ensure the safety of all students, volunteers, and staff of WWS.

### RECRUITMENT AND SCREENING

School leaders must make sure volunteers:

- Are recruited using an open and planned approach to attract volunteers with relevant interests, knowledge, skills or attributes as required by the School
- Are selected based on interest, knowledge and skills or attributes relevant to the role and consistent with anti-discrimination legislation to ensure equal opportunity for all
- Are provided with relevant information about the School, their role and the recruitment and selection process
- Meet screening and suitability requirements as per the School's Child Safe Environment Policy and current legislation
- Are advised that if their relevant history changes after their appointment – for example, if they are charged or convicted of an offence relevant to harm or risk of harm to children or young people – they are to advise the Head of School immediately.

### PREPARATION AND TRAINING

The Head of School and Leadership Team must make sure volunteers:

- Meet expected requirements as per child safety requirements / legislation in schools and early childhood education and care settings, which includes holding a current "not-prohibited" Working with Children Check from the DHS Screening Unit and being provided with the Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings (RRHAN-EC) volunteer training
- Are given the name and contact details of a nominated school leader who can provide advice and support to them about any child safety or wellbeing concerns



The Head of School and Leadership Team must make sure regular volunteers are given:

- Clear volunteering role expectations – if their role changes during the course of their appointment, Leadership must take appropriate steps to make sure the volunteer is suitable and able to perform the new duties
- The information, training and/or resources necessary to enable them to perform their role effectively without creating risks to themselves or to others
- The necessary information to make sure they are aware of and understand their obligations to maintain confidentiality and to act in a manner consistent with relevant School policies and procedures, including child safety, codes of conduct and work health and safety requirements relevant to their work.

Volunteers must at all times observe work health and safety requirements and undertake any necessary training in order to operate in a manner that will not place at risk the safety of themselves or any other person. The principles and practices as prescribed in the *Work Health and Safety Act 2012* are applicable for volunteers.

### OVERVIEW OF REQUIRED VOLUNTEER CLEARANCES

Volunteer Role - Examples	Working with Children Check	RRHAN-EC Fundamentals	Volunteer Agreement	Food Handling Certificate	National Police Clearance
Gardening program	✓	✓	✓	not required	not required
Classroom - Cooking activities, local excursions	✓	✓	✓	✓	not required
Classroom - Reading, craft or similar	✓	✓	✓	not required	not required
Excursions	✓	✓	✓	not required	not required
Camps	✓	✓	✓	✓	not required
Rainbow Room shop	✓	✓	✓	not required	not required
Sports Coaching	✓	✓	✓	not required	not required
School Council	✓	✓	Council-specific agreement	not required	✓
School Council sub-committees	✓	✓	Council-specific agreement	not required	✓
Autum Fair or Christmas Market organisation or activities	not required	not required	not required	not required	not required
Class-based, one-off working bees	not required	not required	not required	not required	not required
One-off sporting events	not required	not required	not required	not required	not required



## ROLES AND RESPONSIBILITIES

The **Head of School** must ensure volunteers:

- Are allocated an identified volunteer contact person at the School or within the volunteer program
- Are given safe, meaningful work in a well-managed workplace
- Receive the level of supervision required for them to undertake their assigned role
- Are given ongoing support and feedback about their work
- Are given recognition and thanks respectful of cultural values and perspectives
- Know they are expected to observe the same ethical, policy and legislative requirements as employees
- Are reimbursed for reasonable out-of-pocket expenses incurred as part of their role, subject to prior approval by the Head of School or Business Manager.

The **Head of School** furthermore:

- Provides advice and support to volunteers about any child safety and / or wellbeing concerns
- Ensures all aspects of this policy are implemented
- Ensures the School has processes in place that protect the health and safety of volunteers while they carry out their duties
- Can delegate some of their responsibilities to other members of the Leadership Team

The **Human Resources Administrator** must::

- Keep the Volunteer Information Booklet up-to-date and available
- Assist prospective volunteers in gaining the necessary clearances
- Keep appropriate records of required volunteer documentation on the School's IT system
- Advise relevant staff members when a volunteer has been cleared for working, or if their clearance has expired
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**Staff** utilising the services of volunteers must:

- Not engage the services of volunteers unless the HR Administrator has confirmed all required documentation has been received
- Communicate clearly with volunteers about their roles and expectations
- Provide appropriate supervision to the volunteers they work with
- Ensure volunteers abide by the School's Work Health Safety policy and guidelines

**Volunteers** must ensure:

- They provide the School with all required documentation before commencing their volunteer work and maintain currency of the same for the duration of their volunteering.
- Sign in and out at the Front Office on the days they volunteer
- Abide by the School's Child Safe Code of Conduct (cf. Appendix A of *HS001 – Child Safe Environment Policy*) and comply with all other relevant School policies and legal requirements
- Promptly report any accidents, hazards or Near Misses to the Front Office
- Follow the instructions given them by their designated School contact/supervisor
- Report any grievances via the appropriate channels (please see the School's Grievance Policies for Parents and Staff)

## THE SCHOOL'S RIGHTS

The School has the right to:

- Decline voluntary work to a person they deem unsuitable to work with children and young people
- Require a volunteer to withdraw or deregister from volunteering activities at any time if concerns exist about their suitability to be working with children or young people, or if previously obtained clearances become out-of-date
- Exercise their power under the Education Regulations 2012 to request that a volunteer leaves the school premises for 24 hours (bar)
- Issue warning letters to volunteers and seek approval to issue prohibition notices against volunteers when a volunteer's behaviour has negatively impacted on the School and its community

## RECORD KEEPING

The School must keep records for volunteers, including:

- Their contact details
- Any emergency contacts details
- Working with Children Check
- Induction/orientation and training dates including the date of their Responding to Risks of Harm, Abuse and Neglect – Education and Care induction (in education and care sites)
- The name of the staff member that the volunteer reports to

Volunteer personal information should be securely stored and not misused.

## RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	<ul style="list-style-type: none"> <li>• HS001 – Child Safe Environment Policy</li> <li>• HS002 – Responding to Risks of Harm, Abuse and Neglect Policy and Procedures</li> <li>• WHS001 – Work Health and Safety Policy</li> <li>• GOV001 – Grievance Policy and Procedures (Parents)</li> <li>• GOV002 – Grievance Policy and Procedures (Staff)</li> <li>• GOV005 – Privacy Policy</li> <li>• </li> </ul>
Related Legislation and Regulatory Requirements	<ul style="list-style-type: none"> <li>• Statutes Amendment (Child Sexual Abuse) Act 2021</li> <li>• Children and Young People (Safety) Act 2017</li> <li>• Child Safety (Prohibited Persons) Act 2016</li> <li>• Work Health and Safety Act 2012</li> <li>• Equal Opportunity Act 1984 (SA)</li> <li>• Education and Early Childhood Services (Registration and Standards) Act 2011</li> <li>• Education and Care Services National Regulations 2011</li> </ul>
Early Childhood Legislative Requirements	<ul style="list-style-type: none"> <li>• Education and Early Childhood Services (Registrations and Standards) Act 2011</li> <li>• Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)</li> <li>• Section 162A Persons in day-to-day charge and nominated supervisors to have child protection training</li> <li>• Education and Care Services National Regulations 2011</li> </ul>



	<ul style="list-style-type: none"> <li>Regulation 84 Awareness of child protection law</li> <li>National Quality Standard Element 2.2.3 Child Protection</li> </ul>
Cross-Sector Guidelines (SA)	<ul style="list-style-type: none"> <li>DHS – National Principles for Child Safe Organisations</li> <li>Protective Practices for staff in their interactions with children and young people</li> <li>Managing allegations of sexual misconduct in SA education and care settings</li> <li>Responding to problem sexual behaviour in children and young people</li> </ul>

## VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

<b>Responsible Person</b>	Head of School		
<b>Policy Approver</b>	Leadership		
<b>Version</b>	1.2		
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<b>Revision Record</b>	<p>May/Oct 2023:</p> <ul style="list-style-type: none"> <li>- Reformatted</li> <li>- Updated Scope Section</li> <li>- Added Policy Context and Policy Statement</li> <li>- Updates to Requirements for Volunteers to clarify child safe requirements</li> <li>- Update to language to reflect our school, e.g. replacing "school leaders" with "Head of School and Leadership"</li> <li>- Updated and expanded Roles and Responsibilities section</li> <li>- Added Related Policies section</li> <li>- Reformatted and updated "Parent Guide to Volunteering" as Appendix A</li> </ul> <p>Jan 2025:</p> <ul style="list-style-type: none"> <li>- Minor changes to enhance clarity of language and better reflect current practice</li> <li>- Added matrix "Overview of required volunteer clearances"</li> <li>- Removed section "Insurance"</li> <li>- Updated section "Related policies, procedures and documents"</li> <li>- Removed Appendix A</li> </ul>		