

VOLUNTEER POLICY

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Principal, with Campus Lead for day-to-day implementation
Date adopted	September 2024 (reviewed March 2026)
Review cycle	Every two years
Next review	March 2028
Regulatory context	Ministerial Order No. 1359 (clauses 6, 10, 12); Worker Screening Act 2020 (Vic); Child Wellbeing and Safety Act 2005 (Vic); Education and Training Reform Act 2006 (Vic); Privacy Act 1988 (Cth)

1. Purpose

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

2. Scope

This Policy applies to the recruitment, screening, supervision and management of all people who volunteer at Global Village Learning.

3. Definitions

Child-connected work: work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child-related work: 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.

Closely related family member: parent, carer, parent or carer's spouse or domestic partner, stepparent, parent or carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: a person who voluntarily engages in school work or approved community work without payment or reward.

4. Policy

Global Village Learning is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Global Village Learning also recognises the valuable contribution that volunteers provide to our school community and the work that we do.

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

5. Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the Volunteer Program Coordinator.

6. Suitability checks including Working with Children clearances

Global Village Learning values the many volunteers that assist in the day-to-day running of the community.

To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Global Village Learning is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Where prospective volunteers are required under the law and this Policy to have a WWC Clearance, the Principal has the discretion to accept evidence of a WWC check application to commence volunteer work, provided the volunteer provides the school with evidence of the application outcome (clearance or exclusion) as soon as practicable after the applicant receives it.

Considering our legal obligations and our commitment to ensuring that Global Village Learning is a child safe environment, we will require all volunteers to obtain a WWC Clearance, add this to our online Volunteer and Visitor Registration System, and produce their valid card to the office for verification in the following circumstances:

- volunteers who are not parent or family members of any young person at the school if they are engaged in child-related work, regardless of whether they are being supervised
- parent or family volunteers who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity
- parent or family volunteers who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.

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

7. Training and induction

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 school's policies, procedures and code of conduct, and ensure the actions and requirements in these documents are followed when volunteering for the school.

Depending on the nature and responsibilities of their role, Global Village Learning may also require volunteers to complete additional child safety training.

8. Management and supervision

Volunteer workers are expected to comply with any reasonable direction of the leadership team or their nominee. This includes the requirement to follow the school's policies, including but not limited to the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct.

Volunteer workers are also expected to act consistently with Global Village Learning policies, to the extent that they apply to volunteer workers.

The leadership team or their nominee determines 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 young people.

The Principal has the discretion to decide about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Global Village Learning.

9. Privacy and information sharing

Volunteers must ensure that any young person information they become aware of because of their volunteer work is managed sensitively and in accordance with the school's Data Management Policy.

Under the Data Management Policy, young person information can and should be shared with relevant school staff to support the young person's education, wellbeing and health; reduce the risk of reasonably foreseeable harm to the young person, other young people, staff or visitors; make reasonable adjustments to accommodate the young person's disability; or provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action.

10. Records management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to Global Village Learning staff to ensure they are managed in accordance with the Data Management Policy.

11. Compensation

11.1 Personal injury

Volunteer workers are covered by Global Village Learning's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

11.2 Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Executive Director or delegate may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the Principal.

11.3 Public liability insurance

Global Village Learning's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for a claim for bodily injury to a third party or damage to or the destruction of a third party's property.

12. Communication

This Policy is communicated to our school community in the following ways:

- available publicly on the school website
- made available in hard copy on request.

13. Related policies

- Child Safety and Wellbeing Policy

- Child Safety Code of Conduct
- Visitor Policy
- Supervision and Duty of Care Policy
- Data Management Policy
- Procurement Policy.

Endorsement

Endorsement by Board	March 2026
Review date	March 2026
Next review date	March 2028