Volunteer Policy

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning
Policy owner	Board of Directors
Responsible officer	Executive Director, with Director of Village Operations for day-to-day implementation
Date adopted	28 October 2026
Review cycle	Every two years
Next review	2028
Regulatory context	Worker Screening Act 2020 (Vic); Worker Screening Act 2020 (Vic); Ministerial Order No. 1359 (Child Safe Standards – Standard 6); Privacy Act 1988 (Cth); VRQA Guidelines to the Minimum Standards.

1. Purpose

Global Village Learning (GVL) only engages people who are suitable to work with young people. This Policy sets out the processes GVL uses to recruit, screen, induct, supervise and manage volunteers to provide a child-safe environment, and explains the legal rights of volunteers.

This Policy operationalises Child Safe Standard 6 (suitable people engaged to work with children) for volunteers. Its screening requirements are consistent with the Guide Recruitment Policy. It sits alongside the Child Safety Code of Conduct and the Child Safety and Wellbeing Policy.

2. Scope

This Policy applies to the recruitment, screening, induction, supervision and management of all people who volunteer at GVL, including parent and carer volunteers, other family members, community volunteers, and volunteers who assist with excursions, camps and events.

For the purposes of this Policy:

- **Volunteer** means an individual who performs work for GVL without remuneration or reward.
- **Child-connected work** means work authorised by the governing authority and performed by an adult in a learning environment while young people are present or reasonably expected to be present.
- **Child-related work** has the meaning given in section 9 of the Worker Screening Act 2020 (Vic): work that usually involves direct contact with a young person as a central part of the person's duties. It does not include occasional direct contact that is incidental to the work.
- **Direct contact** means any contact with a young person that involves physical contact, face-to-face contact, contact by post or other written communication, contact by telephone or other oral communication, or contact by email or other electronic communication.

- **Closely related family member** means a parent, carer, parent or carer's spouse or domestic partner, step-parent, parent or carer's mother- or father-in-law, grandparent, uncle or aunt, or brother or sister (including step and half siblings).

3. Policy statements

3.1 Our commitment to volunteers and child safety

GVL is committed to practices that protect the safety and wellbeing of young people, Guides and volunteers, and recognises the valuable contribution volunteers make to our community. All volunteers are briefed on our child safety policies, are expected to comply with GVL's child safety culture and minimisation of the risk of child abuse, and are provided with induction, supervision and management to ensure their conduct is consistent with our child safety policies and procedures.

3.2 Becoming a volunteer

Members of our community who would like to volunteer are encouraged to contact the Director of Village Operations or a Hub Lead, who are the first point of contact for prospective volunteers. All prospective volunteers are screened by the Director of Village Operations before any volunteering begins.

Every volunteer role involving child-connected work has a role description that sets out the requirements, duties and responsibilities regarding child safety and wellbeing for the role. Prospective volunteers are informed of these requirements, and of GVL's child safety practices including the Child Safety Code of Conduct, prior to commencing volunteering.

3.3 Screening for volunteers

All volunteers, including parent and carer volunteers, undergo the following screening prior to their engagement. These checks are mandatory for every volunteer and are not at GVL's discretion:

- Personal identity verification and background checking, including a current National Police Check completed through GVL's CrimeCheck system.
- Verification of any professional or essential qualifications relevant to the volunteering role.
- Reference checking that addresses the person's suitability for the role and suitability to work with young people.
- A current Working with Children Check (WWCC), where required (see section 3.4).

Prior to engaging a volunteer to perform child-connected work, the Director of Village Operations sights, verifies and records documentation for each of the above. A volunteer may not commence volunteering until all required checks have been completed and recorded.

3.4 Working with Children Checks

Under the Worker Screening Act 2020 (Vic), a volunteer who engages in child-related work involving direct contact with a young person must hold a current WWCC, unless an exemption applies. Applying this requirement, GVL requires the following volunteers to hold a current WWCC:

- Volunteers who are not a closely related family member of a young person at GVL, if they are engaged in child-related work, regardless of whether they are supervised.

- Parent and family volunteers who assist with any activity involving direct contact with young people where their own child is not participating, or does not ordinarily participate, in the activity.
- Parent and family volunteers who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating.

A parent or family volunteer who assists only with an activity in which their own child ordinarily participates is not required to hold a WWCC for that activity. They must still complete the identity, qualification and reference checks in section 3.3.

A volunteer who holds current Victorian Institute of Teaching (VIT) registration is exempt from the separate WWCC requirement under section 30 of the Worker Screening Act 2020 (Vic), because VIT registration itself includes a Nationally Coordinated Criminal History Check and ongoing probity monitoring. GVL's WWCC Register records VIT-exempt volunteers with the notation "VIT exempt" and the VIT registration number.

Volunteers who are required to hold a WWCC must add it to GVL's online Volunteer and Visitor Registration System and produce their valid card to the Director of Village Operations, who sights, verifies and records it on the WWCC Register before the volunteer commences. A WWCC does not replace the other screening checks in this Policy.

3.5 Induction and training

Under the Child Safe Standards, volunteers must have an appropriate induction and training in child safety and wellbeing. Before engaging in any work where young people are present or reasonably likely to be present, volunteers complete an induction procedure appropriate to the nature of their role. Where relevant to their role, induction covers:

- The Child Safety Code of Conduct.
- The Child Safety and Wellbeing Policy.
- The Responding and Reporting Procedures (Child Safety), including how to raise a child safety concern.
- The complaints handling framework.
- Privacy, information sharing and record-keeping obligations.

All volunteers acknowledge the Child Safety Code of Conduct and relevant child safety policies in writing at engagement, and re-affirm this acknowledgement annually. Induction and acknowledgements are recorded in the Volunteer Training Record. Depending on the nature and responsibilities of their role, GVL may also require volunteers to complete additional child safety training.

3.6 Supervision and ongoing suitability

Volunteers are expected to comply with any reasonable direction of the leadership team (or their nominee), including following GVL's policies such as the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct, to the extent that they apply to volunteers.

All new volunteers are supervised regularly to ensure their behaviour toward young people is appropriate and to monitor compliance with GVL's child safety and wellbeing framework. The leadership team (or their nominee) determines the level of Guide supervision required for each volunteer, depending on the type of work being performed and with a focus on the safety and wellbeing of young people.

Volunteers must notify the Director of Village Operations immediately of any change to their WWCC or VIT registration status. The Executive Director has discretion to decide on the ongoing suitability of a volunteer and may determine at any time whether a person is suitable to volunteer at GVL.

3.7 Privacy and information sharing

Information collected from volunteers and referees during screening is obtained, used, disclosed and stored in accordance with the Privacy Act 1988 (Cth) and GVL's Privacy Policy.

Volunteers must ensure that any information about young people they become aware of through their volunteer work is managed sensitively and in accordance with GVL's Privacy Policy. Under that policy, information about a young person can and should be shared with relevant Guides to support the young person's education, wellbeing and health; reduce the risk of reasonably foreseeable harm to the young person, other young people, Guides 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 concern they become aware of to a Guide so that appropriate action is taken.

3.8 Registers and records

The Director of Village Operations maintains:

- Records of volunteer screening, including National Police Checks.
- The WWCC Register, with VIT exemption logic applied.
- The Volunteer Training Record.

Any records that volunteers are responsible for during their volunteer work must be provided to GVL Guides so they are managed in accordance with GVL's Record and Data Management Policy.

3.9 Compensation and insurance

Personal injury. Volunteers are covered by GVL's Personal Injury Insurance Policy if they suffer personal injury in the course of engaging in work.

Property damage. If a volunteer suffers damage to their property in the course of carrying out 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 Executive Director.

Public liability. GVL's Public Liabilitylinsurance policy applies when a volunteer engaged in work is legally liable for a claim for bodily injury to a third party or damage to or destruction of a third party's property.

4. Roles and responsibilities

Role	Responsibilities
Board of Directors	Owns this Policy and reviews it every two years.
Executive Director	Oversees implementation, authorises the engagement of volunteers, and decides on the ongoing suitability of volunteers.

Role	Responsibilities
Director of Village Operations	Together with Hub Leads, is the first point of contact for volunteers. Runs volunteer screening, sights, verifies and records all evidence, maintains the WWCC Register and the Volunteer Training Record, and administers induction.
Campus Lead and Hub Leads	Hub Leads, together with the Director of Village Operations, are the first point of contact for volunteers, and refer them to the Director of Village Operations for screening. The Campus Lead and Hub Leads supervise volunteers working in their areas, with a focus on child safety.
All volunteers	Complete screening and induction before commencing, maintain any required WWCC and National Police Check, notify the Director of Village Operations immediately of any change, annually re-affirm the Child Safety Code of Conduct, and report any child safety concern.

5. Communication of this Policy

This Policy is:

- Available publicly on the GVL website.
- Provided to prospective volunteers and included in volunteer induction.
- Hard copy available from the Director of Village Operations on request.

6. Review

The GVL Board reviews this Policy every two years, together with the Guide Recruitment Policy, and immediately following any significant volunteer screening incident, change in legislation, or change in VIT or Worker Screening Authority requirements.

7. Related documents

- Guide Recruitment Policy
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Responding and Reporting Procedures (Child Safety)
- Complaints and Grievance Policy
- Privacy Policy
- Record and Data Management Policy
- WWCC Register
- Volunteer Training Record

Endorsement

Endorsed by the Global Village Learning Board on 28 October 2026.

Next scheduled review: 2028.