POLICY

Young Person Community Contribution (Cleaning) Policy

Supporting Young People to care for shared spaces as part of Community life — not as paid or compulsory work

1. Purpose

This policy sets out how Global Village Learning supports Young People aged 4 to 17 to take part in light, age-appropriate tidying and cleaning tasks that help care for shared community spaces (classrooms, communal areas, gardens and grounds). These tasks are a form of community contribution and character education — they are not employment, they are never paid, and they are never used as a form of punishment or discipline.

The policy works together with two companion documents: the Young Person Community Contribution — OHS Risk Assessment, and the Young Person Community Contribution — Induction & Safety Briefing Checklist. All three should be read and applied together.

2. Scope

This policy applies to all enrolled Young People from Foundation to VCE VM participating in whole-class, group or individual tidying and cleaning contributions during the learning day, at camps, on excursions, at working bees, or through Young Person leadership and service programs. It applies to all Guide, volunteers and contractors who supervise or facilitate these activities.

This policy does not apply to, and must never be used to authorise:

- cleaning that is a substitute for Global Village Learning paid cleaning, grounds or maintenance services;
- any task that would otherwise be paid work performed by an employee or contractor;
- cleaning of toilets, sanitary facilities, bodily fluids, sharps, broken glass or biohazardous waste — these remain the responsibility of trained Guide or contractors at every age; and
- use of hazardous chemicals, powered cleaning equipment, ladders, or work at height by any Young Person.

3. Guiding principles

- Voluntary and educational, not employment. Because these contributions are unpaid, informal, educational and Global Village learning-directed, they are not “child employment” under the Child Employment Act 2003 (Vic). Even so, Global Village Learning applies the same protective spirit of that Act: tasks are light, age-appropriate, time-limited and never hazardous.
- Never a punishment or consequence. Contribution tasks are offered as a positive part of classroom and community routines, never assigned as a disciplinary consequence.
- Safety before participation. No Young Person takes part in any task that has not first been risk-assessed under the companion OHS Risk Assessment for their age band.
- Always supervised. The level of supervision is matched to age and task (see Section 6 and the OHS Risk Assessment).
- Informed consent. Parents/carers are informed of the kinds of contribution activities their Young Person may take part in through enrolment information and/or annual consent, and may opt their Young Person out at any time without question.

- Inclusive and adjusted. Tasks are adapted or waived for Young People with a disability, medical condition, or additional needs, in consultation with families, consistent with the school's obligations under the Equal Opportunity Act 2010 (Vic) and Disability Standards for Education 2005 (Cth).
- Young Person voice. Young People are consulted, age-appropriately, about which contribution tasks they help choose and how they are run, consistent with Child Safe Standard 3 (child and Young Person empowerment).

4. Legal and regulatory framework

This policy has been developed with regard to the following Victorian and Commonwealth requirements:

- Occupational Health and Safety Act 2004 (Vic) — in particular the duty on Global Village Learning, as a person conducting an undertaking, to ensure so far as reasonably practicable that the health and safety of people who are not employees (including Young People) is not put at risk by the conduct of the school's operations (s.23), and the duty to keep the workplace and its systems of work safe (s.21, s.26).
- Occupational Health and Safety Regulations 2017 (Vic) — including the hazardous manual handling provisions (Part 3.1) and hazardous substances provisions (Part 4.1), which inform the exclusion of heavy lifting and hazardous cleaning chemicals from any Young Person task.
- Child Wellbeing and Safety Act 2005 (Vic) and Ministerial Order No. 1359 — Implementing the Child Safe Standards, which set out the 11 Victorian Child Safe Standards that all Victorian schools, including independent schools, must meet.
- Education and Training Reform Act 2006 (Vic) and the VRQA Minimum Standards for School Registration, under which independent schools must maintain a safe environment and comply with the Child Safe Standards.
- Child Employment Act 2003 (Vic) — referenced above for its underlying protections, even though it does not apply to unpaid, voluntary school community activities.
- Equal Opportunity Act 2010 (Vic) and the Disability Standards for Education 2005 (Cth) — requiring reasonable adjustments for Young People with disability.

5. Age-appropriate contribution tasks

Tasks must always be selected from the relevant age band below and must always follow the controls set out in the companion OHS Risk Assessment. Where a task is not listed as permitted for an age band, it is not permitted.

5.1 Ages 4–7 (F&P)

Focus: personal responsibility for one's own space, always within arm's reach of a supervising adult.

- Packing away own toys, books, art materials and equipment after use.
- Sweep small areas with size appropriate broom.
- Placing own rubbish and recycling into a clearly marked bin.
- Tidy outside play areas, return toys to appropriate area, place rubbish in clearly marked bins.
- Wiping tables or seats with a damp cloth and water (no chemicals) after eating or an activity.
- Returning their own chair, mat or cushion to its place.
- Helping to water classroom plants using a small, lightweight watering can under direct adult supervision.

Supervision: continuous, direct, line-of-sight adult supervision at all times, typically 1 adult actively supervising a small group. Maximum task time: a few minutes as part of a transition routine.

5.2 Ages 8–12 (E&D)

Focus: shared responsibility for the classroom and immediate outdoor learning spaces, in small groups.

- Tidying and organising Hub shelves, trays, sports equipment and shared resources.
- Wiping down whiteboards, tables and benches using Global Village Learning -supplied, nonhazardous, low-irritant cleaning products only (see OHS Risk Assessment).
- Sweeping Hub floors with a appropriately sized broom and dustpan.
- Sorting recycling, paper and compost into correctly labelled bins.
- Light garden tasks such as hand-weeding, raking leaves, or watering garden beds with a hose or watering can at ground level.
- Empty Hub bins.
- Feeding a class pet and cleaning its enclosure using non-hazardous materials, with an adult present.
- Helping set up and pack away chairs, tables and equipment for end of session, start of session or events (lightweight items only, no stacking above shoulder height).

Supervision: active adult supervision of the group at all times, with the supervising adult able to see and hear all Young People; ratio determined by the School's standard classroom/yard supervision ratios.

5.3 Ages 13–17 (E&S, P&F)

Focus: contribution to the wider school community through structured programs (e.g., Hub duties, Young Person leadership, environment/sustainability committees, working bees), with growing independence but ongoing Guide oversight.

- General tidiness of classrooms, common Areas, Hub areas and outdoor learning spaces.
- Rubbish removal from Hub area, wiping down surfaces, sweeping to maintain a clean area.
- Leading and coordinating the Young Person recycling, composting and sustainability program.
- Assisting with set-up and pack-down of furniture and equipment for events, community days, open days (within manual handling limits — see OHS Risk Assessment).
- Supervised garden and grounds contribution at working bees (weeding, mulching, planting, litter collection) using hand tools only.
- Mentoring or modelling tidy Hub routines for younger Young People as part of a leadership or buddy program.
- Cleaning of shared Young Person equipment (e.g., sports gear, musical instruments) with non-hazardous products, where trained and supervised.

Supervision: general (rather than continuous line-of-sight) supervision by a Guide who remains on site and readily contactable; tasks involving tools, working bees, or off-timetable activities always require a named supervising Guide and parent/carer consent.

At no age, and under no circumstances, do Young People clean toilets or sanitary facilities, handle bodily fluids or biohazardous waste, use hazardous or corrosive chemicals, use powered cleaning equipment, work at height, or use ladders. These tasks remain the responsibility of employed Guide or contracted cleaners.

6. Roles and responsibilities

- School Leadership: approves this policy, ensures adequate resourcing (equipment, non-hazardous products, supervision) and reviews the policy at least every two years or after any incident.
- OHS Coordinator: maintains the companion OHS Risk Assessment, approves any cleaning products used by Young People, and coordinates incident reporting to WorkSafe Victoria where required.

- Guides and supervising Guide: select tasks from the correct age band, brief and supervise young people using the Induction & Safety Briefing Checklist, and stop any task immediately if it becomes unsafe.
- Parents/carers: are informed of this policy, provide consent where required, and may raise concerns or opt their child out at any time.
- Young People: take part voluntarily, follow Guide instructions, use provided protective equipment, and tell a Guide if they feel unsafe, unwell, or uncomfortable.

7. Consent and communication

- This policy is published on the website and referenced in enrolment materials and the Young Person diary/handbook.
- Parents/carers of Young People in all age bands are given the opportunity to provide (or withhold) consent for their child's participation in community contribution tasks, renewed annually or on enrolment.
- For activities outside the ordinary class routine (e.g., working bees, working with garden tools), specific activity consent and the Induction & Safety Briefing Checklist are completed beforehand.

8. Monitoring, reporting and review

- Any injury, near miss, or hazard identified during a contribution activity is reported immediately to the supervising Guide and recorded in Global Village Learnings incident register, consistent with the OHS Risk Assessment's incident reporting procedure.
- This policy, and the companion OHS Risk Assessment, are reviewed at least every two years, after any reportable incident, and whenever relevant Victorian legislation, regulations or the Child Safe Standards are updated.
- Feedback from Young People, Guide and parents/carers is actively sought as part of each review, consistent with Child Safe Standard 3 (Young Person empowerment and participation).

9. Related documents

- Young Person Community Contribution — OHS Risk Assessment
- Youn Person Community Contribution — Induction & Safety Briefing Checklist
- Child Safety and Wellbeing
- Occupational Health and Safety Policy
- Incident and Hazard Reporting Procedure

Approval and review record

Version	Approved by	Date approved	Next review due
1.0	28 Oct 2026	October 2026	October 2028