CARNARVON
CHRISTIAN SCHOOL
-Walk as Children of Light-

Volunteers Policy

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Rationale

Carnarvon Christian School values the significant contribution made by its volunteers. The primary source of volunteers in our School is the students' parents. We recognize that this is a rich resource of information, experience and ideas that our school can tap into to enhance student learning. As a parent controlled school we acknowledge that our parents are the first and foremost teachers of their children and as a school we partner with them in this exciting journey.

However, we at CCS do not restrict our volunteers to just our parents but utilize the wealth of knowledge in people resources available to us in the Gascoyne and further regions. People with experience and passion in their own fields of knowledge have the capacity to motivate and inspire our children. To help our children reach their potential we welcome volunteers into CCS.

We recognize that we need to provide a safe environment for our volunteers and our students. CCS has a duty of care to our students with respect to child protection. CCS will ensure that supervising teachers meet their duty of care by not leaving a volunteer to work unsupervised with students.

Carnarvon Christian School provides its volunteers with a level of support and guidance so their contribution aligns with the school's vision and mission statement. Paramount in all engagement of volunteers is meeting the requirements of all legislation particularly legislation which pertains to matters of occupational health and safety, child protection and camps and excursions.

DEFINITION

Volunteers

Those invited parents, caregivers and others usually from within the school community, who contribute unpaid time, energy and expertise for the betterment of the school and its students, on tasks either planned or unplanned, long term or short term, in classrooms or out, requiring highly skilled contributions or otherwise.

Volunteers at CCS who require working with children checks

Volunteers involved in child-related work with students for more than five (5) days in one year are required to undergo a Working With Children Check, and/or possess a current "assessment notice".

Volunteers at CCS who don't need working with children checks

- Volunteers and students on unpaid placement who are under 18 years of age.
- Parents volunteering in many activities where their child Is also involved. This exemption **does not apply** to parents volunteering for overnight camps attended by their children.
- Short term visitors to Western Australia carrying out child-related work during the period of two weeks after their arrival in Western Australia, and for no more than two weeks in any period of 12 months.

Obligations of Volunteers

In Carnarvon Christian School, a volunteer's most important responsibility relates to his/her duty of care to the children. Respecting the rights of children means they should not:

- Work unsupervised with students.
- Be involved in toileting students or assisting with change rooms/sick rooms.
- Have unsupervised contact with students during break times.
- Encourage affection from or dependency in students eg by giving presents.
- Have intentional physical contact with students (the supervising teacher should provide comfort/first aid to a distressed student).
- Display bullying or intimidating behaviours towards students.

Therefore volunteers at Carnarvon Christian School should:

- Refer all student concerns or behaviour issues to their supervising teacher.
- Refer all requests to access school files to their supervising teacher.
- Sign the school's visitor book for volunteers on arrival and departure.
- Sign the Child Safe Code of Conduct prior to initial work volunteering in the School.
- Not intentionally violate our school Christian Ethos.

Along with these requirements, Carnarvon Christian School expects and requires the following – obligations from all volunteers including but not exclusive to:

- Reliability
- Respecting confidentiality and privacy
- That each volunteer will carry out the volunteer position that was agreed
- Accountability for the tasks given
- A commitment to working for the school
- A willingness to undertake training as required
- A recognition of limitations and a willingness to ask for help and support when needed
- Being supportive of other volunteers and an ability to work as part of a team
- Being prepared to follow all relevant school policies and procedures
- Giving adequate notice before they leave the organisation

OBLIGATIONS OF CARNARVON CHRISTIAN SCHOOL

Carnarvon Christian School has certain obligations when they engage volunteers in "child-related work" as defined in the *Working with Children Act 2005* (the Act).

Under the Act, Carnarvon Christian School must:

- Ensure that all volunteers who are required to apply for a Working With Children (WWC) Check do so and that we do not engage a volunteer who is required by law to have a WWC check and does not have one.
- Ensure that volunteers who have been issued with a Negative Notice do not undertake work at the Carnarvon Christian School, even if directly supervised.
- Ensure that we do not disclose information about a volunteer that has been acquired from the carrying out of the WWC check, except in certain circumstances listed in the Act, such as for the purposes of a reference check in respect of child-related work.

In addition, Carnarvon Christian School (CCS) will

- Sight each volunteers' WWC Check card to verify that they have passed the WWC check, take a copy and keep in a volunteers file kept in the front office.
- Ensure all cardholders have advised the Department of Child Protection that they volunteer at CCS, so that CCS can receive notices about the validity and status of the person's WWC Check card
- Ensure a new volunteer advises the Department of Child Protection within 21 days of commencing volunteer "child-related work" with CCS as it is an offence if the cardholder fails to do so
- Ensure card holders promptly notify the Department Of Child Protection every time they change their address and phone numbers using online change of details

Further information on the Working with Children Check can be found in the "Duty of Care" document on the AISWA website or at the Working with Children website *www.checkwwc.wa.gov.au*

VOLUNTEERS
CONFIDENTIAL DECLARATION

This form is for persons requiring access to schools who are not employees of the school.

Please complete the relevant details, sign, date and submit this form to the School before the commencement of any work in the School.

Please put a tick in one of the boxes below:

I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children and undertake to inform the School immediately should my circumstances change or there arises any reason or conviction that may preclude my working with or near children.

I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

_____

_____

_____

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided:

Name_____ Date _____
(BLOCK PRINT PLEASE)

Signature _____ Telephone _____

Company _____

Address _____

Email address_____

All personal information provided on this form will be handled and stored in accordance with the School's Privacy Policy.

Version Management

Version	Date Published	Changes Made	Author of Changes
1	August 2012	Creation of document	CCS
2	July 2014	General updates re AISWA and the Volunteer Declaration form	CCS
3	May 2017	Additional information added to the volunteer declaration form	CCS
4	Dec 2023	No changes made	Christin Manser
5	May 2024	Minor formatting changes to document	Stella Jinman
6	March 2025	Update page 4 add volunteers to sign child safe code conduct	Toni Radcliffe