Mid North Christian College
Hope in the Living God

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Volunteer Policy

Rationale

Volunteering is encouraged in the Mid North Christian College community. Values of servanthood, community participation and sharing knowledge and experiences underpin this policy.

The participation of volunteers richly enhances the College's educational endeavours and sense of community. There are many benefits of volunteering, with volunteers playing an integral part in supporting and enriching the lives of children and young people at Mid North Christian College.

Benefits of volunteers include:

- Providing educational services with a broader resource base from which to draw positive opportunities for children and young people and their families
- Enhanced community participation and parent involvement in college life
- Expanding the social, cultural, and educational outcomes for children and young people and their families
- Providing a safer environment for children and young people
- Making a positive difference in the lives of children and young people and their families

Benefits to volunteers include:

- A sense of purpose that enhances their feelings of belonging and happiness
- Opportunities to learn new skills

Mid North Christian College values the contribution of volunteers. Volunteers bring differing levels of expertise and life skills and provide a broad knowledge base for children and young people to benefit from. Volunteers come from a range of backgrounds that can reflect the diversity of the wider community.

Scope

This policy applies to volunteers working at Mid North Christian College and include:

- Volunteers involved in activities within school hours
- Volunteers for sporting competitions, events, excursions, and camps
- Parent volunteers whose volunteering directly involves their child
- Volunteers involved in internal committees (eg. PCF Committee)
- Volunteer from third-party provider organisations

Requirements for volunteers

The following requirements apply when engaging and managing volunteers. These requirements support volunteer participation and aim to ensure their safety and the safety of children, young people, staff, and others.

Recruitment and screening

All volunteers are:

- recruited using an open and planned approach to attract volunteers with relevant interests, knowledge, skills or attributes, as required by the College
- are selected based on interest, knowledge, skills and attributes relevant to the role
- are required to adhere to Mid North Christian College's commitment to a Christian ethos, cultural diversity, and child safe environment.

- meet the screening procedures set out in the appropriate section of Mid North Christian College's Staff Recruitment, Selection and Appointment Policy
- are given relevant information about the College, their role, recruitment, and selection process
- required to have a current Working With Children Check
- required to adhere to the Volunteer Agreement and Child Safety Code of Conduct
- advise the College immediately of any relevant changes after their appointment – for example if they are charged or convicted of an offence relevant to risk of harm to children, they must let the principal or volunteer contact person know immediately

Preparation and training

The Principal must make sure volunteers:

- are offered appropriate information, training to do the tasks required of them and successful completion of this training shall be a condition of carrying out these functions, including RRHAN-EC fundamentals for all volunteers
- are encouraged to inform the Principal if they are ever concerned of a child's safety or wellbeing
- are informed of the College's procedures for reporting suspected child abuse
- observe work health and safety requirements and do any training necessary to make sure they will not put their own or anyone else's safety at risk

Management

The Principal must make sure volunteers:

- are introduced to the volunteer contact person
- complete and sign Mid North Christian College's Volunteer Agreement and Child Safety Code of Conduct
- are given safe, meaningful work in a well-managed workplace
- have the necessary skills and knowledge to undertake the tasks assigned to them
- receive the level of supervision required for them to do their assigned role
- are given ongoing support and feedback about their work
- are given recognition and thanks
- are treated respectfully by other members of the College community, including staff, parents and children and young people
- know their rights and responsibilities
- know that they are expected to observe similar ethical, policy and legislative requirements as employees
- are not used where paid employment should be used
- are reimbursed for all pre-approved expenditure incurred as part of their role.

The Principal will also:

- decline voluntary work to any person they deem unsuitable to work with children and young people
- withdraw a volunteer from volunteering if concerns exist about their suitability to be working with children and young people
- direct a volunteer to cease volunteering if there has been a breach of the Volunteer Agreement or Child Safety Code of Conduct

Record keeping

The Principal must, with the assistance of the volunteer contact person:

- keep accurate and up-to-date records for volunteers
- make sure any personal information is securely stored and not misused
- keep signed copies of Volunteer Agreements and Child Safety Code of Conducts

Volunteer Activities

Volunteers can do many roles that support Mid North Christian College to make sure children and young people are cared for in a safe and positive environment. Some of these roles include student mentoring, lunchtime clubs, school fundraising, sporting teams and events, providing educational support, coaching, and helping on camps and excursions.

The volunteer activity should be meaningful, both to the volunteer and in contributing to the life of the College. Volunteers should not be exploited or expected to perform tasks that employees are reluctant to do.

Responsibilities

It is the responsibility of the Principal of Mid North Christian College for the the recruitment, training, and supervision of volunteers. The Principal shall report to the Board regularly on the Mid North Christian College volunteer program.

Definitions

Suitable person – a person who has the required experience and the emotional, physical, intellectual, and ethical capability to be engaged with a particular education service from the perspective of child safety.

Third-party provider – people or organisations engaged by an education service.

Volunteer – A suitable individual who has been accepted to willingly engage, share their skills and experiences, without payment (other than reimbursement of approved out-of-pocket expenses). They provide regular or irregular ongoing assistance in an education. This might involve direct or indirect contact with children and young people or with their records.

Volunteers work in a position designated by the Principal as a volunteer position. They could be a:

- General volunteer – a volunteer who has been recruited, screened, and trained directly by an education and service relevant to the role and function they will be performing. For example, attending an overnight camp, student mentors, and coaching a sporting team.

- Parent volunteer – a parent or guardian who is a volunteer with duties that directly involve their own child or children. Refer to working with children check (WWCC) for screening requirements of parent volunteers.

- Third-party provider volunteer – a volunteer who has been recruited, screened, and trained by a third-party provider and who provides a specific role in an education and early childhood service. For example, volunteers from the Schools Ministry Group or a university volunteering program.

END OF POLICY

Authorisations

Other related documents: WHS Policy, Staff Reimbursement Policy, Volunteer Agreement, Volunteer Procedures, Child Safety Code of Conduct, Staff Recruitment, Selection and Appointment Policy and Procedure, Privacy Policy, Child Safe Environment Policy, Protective Behaviours Guidelines

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Approval by: Board/CLT

Board Approval required: Yes

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