



# COOLUM BEACH CHRISTIAN COLLEGE

*knowledge · wisdom · love*

## Volunteer Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about the principles and procedures used when volunteers give their unpaid service in day to day activities of Coolum Beach Christian College and in special events.	
<b>Scope:</b>	All volunteers and student understanding practicum and work experience.	
<b>Status:</b>	Draft	<b>Supersedes:</b> New
<b>Authorised by:</b>	The Board	<b>Date of Authorisation:</b> August 2024
<b>References:</b>	<ul style="list-style-type: none"><li>• <a href="#">Education and Care Services National Law Act 2010</a></li><li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 149, 168(2)(i)(iii), 170, 171, 172, 177, 181, 183, 184</li><li>• <a href="#">National Quality Standard: Quality Area 4 – Standard 4.2</a></li><li>• CBCC Child Protection Policy</li><li>• CBCC Child Risk Management Policy</li><li>• CCC Volunteer Code of Conduct Agreement</li></ul>	
<b>Review Date:</b>	Bi-Annually	<b>Next Review Date:</b> August 2026
<b>Policy Owner:</b>	College Governing Body	

## **POLICY STATEMENT**

Volunteers and students on practicum placements are welcomed, valued, and respected at CBCC. The service aims to develop and maintain relationships with volunteers and students that are based on the principles of mutual respect, equity and fairness. These partnerships will be based on the foundation of understanding each other's expectations and attitudes and build on the strength of each other's knowledge.

CBCC particularly values the participation of parents, guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. The service aims to provide a range of opportunities for family members, volunteers, and students to participate in programs and activities while adhering to clear guidelines regarding appropriate behaviour towards and relationships with staff, other adults and children at the service. Note, this policy applies to parent volunteers only within the definition of 'parent volunteer' provided below.

Volunteers and students will be recruited, selected, trained and managed in line with the CBCC Child Risk Management Strategy and College procedure, as outlined below.

### **Prior to Commencement**

Volunteers and students will be selected in line with the CBCC Child Risk Management Strategy, as follows:

- Volunteers and students will be interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether their goals can be achieved.
- Volunteers and students at CBCC will require a Blue Card. However, parents of children enrolled at the service and volunteers aged under 18 do not require a Blue Card. It is important to note that all students undertaking a practical placement as part of their studies with an education provider, no matter what their age, do legally require a Blue Card; and
- Volunteers and students will not commence at the service until they hold a valid Blue Card or a relevant Working with Children interstate card for interaction of less than 4 weeks. as required.
- As with staff, volunteers and students will be inducted into the service under the CBCC Induction procedures and will be provided with appropriate training.
- Volunteers and students will be adequately always supervised to ensure that the health, safety and wellbeing of children at the service is protected, in line with the CBCC Supervision and Child Safe Environment Policies. Volunteers and students will not be left with sole supervision of individual children or groups of children.
- Volunteers will only be engaged to complement, not replace, the work of paid staff. Accordingly, the services will not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.
- Volunteers will not be asked to perform tasks:
  - That put the children or themselves in a vulnerable or potentially unsafe situation.
  - That they are untrained, unqualified or too inexperienced to undertake; or
  - Where there is a conflict of interest; and
- In line with the Education and Care Services National Regulations 2011, the service will keep staff records for volunteers and students. These records will include:

- The full name, address and date of birth of each student or volunteer; and

## **Definitions**

Definitions relevant to this policy include:

Parent volunteer: a parent of a child at the service, volunteering on a regular basis; this excludes parents volunteering on an ad hoc or irregular basis for short periods of time only

Student: a person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: a person who willingly undertakes defined activities to support the education and care programs at a children's service in an unpaid or honorary capacity.

**Restricted person** - Restricted person is defined under the Working with Children (Risk Management and Screening) Act 2000, as a person who either:

- has been issued a negative notice
- has a suspended blue card
- Is disqualified person
- has been charged with a disqualifying offence that has not been finalised, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect.

## **PRINCIPLES**

1. Coolumb Beach Christian College recognizes and values the significant contribution made by volunteers to the College.

The richness and diversity of this contribution is encouraged and supported in an environment characterized by a genuine partnership between the College and its Community.

As parents/caregivers are usually the people offering assistance to the College in a voluntary capacity, then tapping into this rich resource of volunteers is just one more of the many available strategies, which enable the College to recognize and support parents as the first and foremost educators of their children.

2. Whilst the contribution of volunteers is recognized and valued, the College needs to provide a level of direction and support for volunteers, which ensures their contribution aligns with the College's mission statement, operational plans and operating practices, as well as meeting the requirements of all relevant legislation, particularly legislation which pertains to matters of health and safety and child protection.

3. Recognition should be given to volunteers for the contributions they make to the College.

4. Volunteers have a right to work in a safe and secure workplace environment at the College. 03/06/2016.

5. Volunteers have the right to clear direction/instruction and to understand to whom they report. They should not carry out tasks with which they feel uncomfortable or not skilled enough to do.

6. Volunteering is not an automatic right. The College may decline an offer of volunteering. The College may terminate a volunteer arrangement at its discretion.

## **GUIDELINES FOR THE USE AND SAFEGUARDING OF VOLUNTEERS**

1. Volunteers may be sought formally through college newsletters, written invitations, and personal approaches, as well as informally through conversation and opportunity.
2. Volunteers cannot be properly engaged without having completed a volunteer induction, signed the Volunteer Code of Conduct Agreement and presented a current Blue Card to the Business Services Office. The College will not engage "Restricted Persons" in any capacity.
3. Volunteers are required to carry out tasks in a manner consistent with the College's expectations, including the maintenance of a professional, cooperative and confidential working environment.
4. Volunteers must be accounted for by their supervisor during any emergency procedure.
5. Volunteers are not to be left alone with students.
6. Volunteers are never permitted to transport students in their personal vehicle
7. All volunteers must comply with the College's Code of Conduct and respect the values, faith and vision of the College.
8. Volunteers will not communicate with students via social media or have any online interaction through social networking or other sites.
9. Complaints by or about volunteers will be addressed via the College's normal practices.
10. All non-parent volunteers must undergo employment screening under the Working with Children (Risk Management and Screening) Act 2000 and hold a current Positive Notice Blue Card for volunteers. A photocopy of each such Blue Card must be filed in the Volunteers Register, held by the Business Services Office.

---

<sup>1</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(7)*: the definition of 'harm' for this regulation is the same as in section 9 of the *Child Protection Act 1999 (Qld)*

<sup>2</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(1)*

<sup>3</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(1)*

<sup>4</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(2) and s.16(3)*

<sup>5</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(2)*

<sup>6</sup> *Education (Accreditation of Non-State Colleges) Regulation 2017 (Qld) s.16(2)(c)*

<sup>7</sup> *Education (General Provisions) Regulation 2017 (Qld) s.68*