

Catholic Regional College Melton

VOLUNTEERS POLICY

Rationale

Catholic Regional College Melton recognises that families are the primary educators of their children and that the College's role is to work with families to provide an authentic Catholic education for its students. Catholic education by nature is community based, bringing together a range of stakeholders to provide education for boys that seek to share and live out the word of God in all areas of life. As such the College recognises the integral role that volunteers within the College play and actively seeks to develop structures and procedures that encourage members of the Catholic Regional College Melton's community (parents, old Collegians, past parents, friends of the College and other community representatives) to become actively involved in the life of the College.

These involvements are underpinned by the acknowledgement that they are done in the best interest of the students. The College also recognises that it has legal obligations to all volunteers and to all students who may have direct or indirect dealings with volunteers as outlined in our Child Safety Policy. The College is also committed to recognising and rewarding the work of volunteers and to developing a culture of volunteerism where all members of the community feel welcomed and supported in giving of their time and energy to improve the educational opportunities provided to students at Catholic Regional College Melton.

Purpose

Catholic Regional College Melton recognises the value that volunteers bring to its programmes and services and seeks to provide a rewarding personal experience for all volunteers. The College appreciates that these services are provided for no financial reward and in many cases realise considerable cost and time savings for the College. The College acknowledges its legal obligation to volunteers to provide a safe and enjoyable work environment in line with all relevant legislation. The recognition of volunteers is central to the College's mission and strategic foundations:

Vision / Mission

We recognise the family as the primary educators of our students and collaborate with parents for the development of their children. We develop a culture of volunteerism and a spirit of working collaboratively to enhance educational outcomes for students.

Policy

Catholic Regional College Melton values and encourages the involvement of volunteers within all appropriate programs and activities.

Guidelines

Volunteers will receive the same legal protection as paid workers in terms of Occupational Health Safety and Welfare and Equal Opportunity and therefore will be accorded the same rights and have the same expectations as paid employees under this legislation, except for the payment of wages. The College will ensure that their Public Liability insurance cover applies to the potential liability for the negligence of volunteers. In implementing this policy the following should be noted:

1. Definition of Volunteer:

Volunteer – a volunteer undertakes activities without monetary reward and of their own free will. They undertake activities that are of benefit to the College and the local community. Volunteers undertake activities that complement but do not replace the services provided by paid staff and may be utilised to perform activities that extend and enhance services provided by the College.

- 2. Volunteers can expect clear delineation of their duties, responsibilities and working environment and will be provided with up-to-date Role Descriptions that clearly set out their duties, time commitment, responsibilities and reporting requirements.**
- 3. Volunteers will be provided with induction and orientation that outline the College's operations, policies, Child safety and personal safety requirements.**
- 4. In designated programmes or where required by Government legislation, a volunteer must complete a satisfactory Working With Children Check prior to commencing their volunteer placement. In cases where work is being performed on behalf of the College and benefits student outcomes, the College will generally pay for the Working With Children Check to be undertaken.**
- 5. The College shall maintain the right to both refuse a volunteer placement or to end a placement if:**
 - a. there is a perceived risk to the student's or volunteer's health or welfare.**
 - b. suitable volunteer duties are not available or are no longer available.**
 - c. the volunteer does not comply with the College's policies and procedures.**
- 6. Appropriate insurance cover is provided for volunteers who are identified as registered volunteers of the College whilst working in clearly defined activities that are approved and controlled by the College. A registry of all volunteers working on behalf of the College will be maintained by the Finance Manager in liaison with relevant department representatives.**
- 7. The College will actively seek to recognise and reward volunteers in nonfinancial ways which highlight the College's appreciation of the significant contribution volunteers make to enhancing the educational opportunities afforded to students. Such recognition may take the form of listing in College**

communications, hospitality, certificates of dedicated volunteer functions for example.

8. Rights of Volunteers:

- a. To be treated respectfully and be valued as an important member of the CRCM community.
- b. To receive on-going support and direction from a nominated supervisor.
- c. To work in a safe environment.
- d. To have complaints or grievances addressed by the College's Deputy Principal Staff and/or Finance Manager.
- e. To be able to decline or withdraw from work if it is not suitable, or is placing excessive demands on a volunteer.

9. Responsibilities of Volunteers

- a. At all times when working as a volunteer on behalf of the College, volunteers should model behaviour that is consistent with the Catholic ethos of Catholic Regional College Melton. Volunteers through their actions, words or conduct should not be seen to engage in behaviour that is contrary to the Catholic teachings of the College.
- b. To become familiar with, and work within the appropriate policies and procedures of the College.
- c. Respect and maintain confidential information.
- d. Participate in relevant training and development.
- e. Perform responsibilities as defined in the volunteer's Role Description.
- f. Work within a team structure and accept any direction and supervision from appropriate paid staff.
- g. Inform a College staff member if they are unable to attend their volunteer role at any time.
- h. Work in a safe manner and not put others at risk.
- i. Be a person suitable to work with children.

Status of Policy: Ratified



Catholic Regional College

109-141 Bullmans Road, Melton.3337

Contractor / Volunteer Collection Notice

1. In applying to provide services to the School, you will be providing Catholic Regional College-Melton with personal information. We can be contacted on 8099 6000 or principal@crcmelton.com.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for up to 6 years.
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs. The policy is available on our website www.crcmelton.com.au.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations:
 - Credit agencies.(Contractors only)
 - Referees provided by yourself.
 - Other volunteer organisations.(Volunteers only)
6. We are required to collect information under Victorian Child Protection laws. Contractors or volunteers who are not registered teachers are required to have a current and valid Working with Children Check (WWCC) and National Criminal Record Check. [We may also collect other personal information about you in accordance with these laws.*]
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
9. The contractor/volunteer agrees that any information gained as a part of their activities remains confidential and will be not be divulged outside the college community.