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VOLUNTEERS POLICY

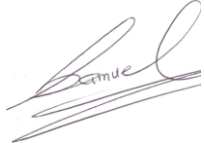
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(Governing Board)**

Date for Review: **08 January 2026**

Record of Policy Review:

Date Policy was Issued	Date of Next Review	Reason for Review
09 January 2024	08 January 2026 or as the need arise.	to ensure that the policy document remains up to date
Signature		

Purpose

To outline the processes that EDUQUEST COLLEGE will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

Scope

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at EDUQUEST COLLEGE.

Definitions

Child-related work: is defined in the Worker Screening Act 2020 as work that: involves an adult working with children (both paid and unpaid work) usually involves direct contact with a child or children, including physical, face-to-face, written, oral or electronic contact and

Closely related family member: parent, guardian, parent/guardian's spouse or domestic partner, stepparent, parent/guardian's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: School work means:

- Carrying out the functions of a school council or governing principles
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school kid or children
- Attending meetings in relation to government schools convened by any organisation

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Policy

EDUQUEST COLLEGE is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. EDUQUEST COLLEGE also recognises the valuable contribution that volunteers provide to our school community and the work that we do. The procedures set out below are designed to ensure that EDUQUEST COLLEGE's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the school management or the school principal to discuss with what roles they could support.

Working with students

EDUQUEST COLLEGE values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts & other events. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, EDUQUEST COLLEGE is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children (WWC) Authorisation and may also involve undertaking reference, proof of identity and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that EDUQUEST COLLEGE is a child safe environment, we will require volunteers to obtain a WWC Authorisation and produce their valid authorisation to reception at the front office for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non-child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, maintenance, school council, participating in sub-committees of school council, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be present.

At EDUQUEST COLLEGE, volunteers for this type of work will still be required to provide a valid WWC Authorisation/proof of ID/references/work history.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Authorisation. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, we believe that it is important that our volunteers who are involved in

making important decisions about our school which will have an impact on students do have a valid WWC Authorisation.

Training and Induction

Under the Child Safe Standards, volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Induction Pack, and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, EDUQUEST COLLEGE may also require volunteers to complete additional child safety training.

All volunteers will be provided induction in relation to EDUQUEST COLLEGE's child safety practices, including reporting obligations and procedures. Our school has a Child Safety Responding and Reporting Obligations Policy and Procedures which all staff and volunteers should be aware of.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

Management and Supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety Policy, our Child Safety Code of Conduct and EDUQUEST Statement of Values and School Philosophy. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying. The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students. The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at EDUQUEST COLLEGE.

Privacy and Information-Sharing

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the Schools' Privacy Policy and the Department's policy on Privacy and Information Sharing.

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to South African Police Officers. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations Policy and Procedures*.

Records Management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to a member of the Principal Team to ensure they are managed in accordance with the Department's policy: Records Management – Schools.

Compensation & Incentives

Volunteer workers at EDUQUEST COLLEGE may be compensated or paid incentives and that depends on the agreement with the school.

Communication

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website www.eduquestcollege.co.za
- Included in induction processes for relevant staff
- Made available in hard copy from school administration upon request