

# ASSUMPTION CATHOLIC PRIMARY SCHOOL



## Volunteer Procedure

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<b>EFFECTIVE DATE:</b>	April 2024
<b>DATE LAST UPDATED:</b>	April 2024
<b>FREQUENCY OF REVIEW:</b>	Every Two Years
<b>DATE FOR REVIEW:</b>	January 2024

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### INTRODUCTION:

Assumption Catholic Primary School aims to provide an open, welcoming and safe environment for every person in our school community. We believe that all volunteers provide an important service to our school. They participate in a range of activities including sports coaching and management, assistance with classroom activities, canteen and facilitation of fund raising events. This procedure outlines the legal requirements for Volunteers before they begin their work in the school.

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### DEFINITION

**Child volunteers:** A '**child**' under 18 who carries out work on a '**volunteer**' basis. If the child is undertaking child-related work which is '**paid**', then they will require a Working With Children Check.

**Parent:** As defined in the *Working with Children (Screening) Act 2004*. The term 'parent' includes a stepparent, de facto partner, prospective adoptive parent, and a person who has legal responsibility for the long term or day to day care and welfare and development of the child.

**Pre-Service Volunteers:** Any person or volunteer completing a practical placement; including pre-service university students and pre-service education assistants.

**Unpaid Child Volunteer:** Applies to work carried out on an unpaid basis by a 'student' under 18 years of age as part of their educational or vocational course of study with an 'education provider'.

**Volunteer:** Any person engaging in unpaid, volunteer work at Assumption Catholic Primary School. This includes but it not limited to assisting on school excursions, sporting events both onsite and off-site, in the classroom or school canteen.

### PRINCIPLES

1. The Principal must ensure that all volunteers hold a valid Working with Children Check, unless they are covered by a parent exemption or another exemption as outlined by the Working with Children Screening Unit WA.

2. The Principal must ensure that all volunteers, including those who are covered by an exemption, complete and return the form at Schedule One before engagement or involvement in the school.
3. Volunteers are only required to do this once per school where they are volunteering. Whether a form is completed digitally or via hard copy is at the discretion of the Principal.
4. The Principal must store the completed form in accordance with the Information Stewardship Executive Directive.
5. The Principal must ensure the forms are kept for seven (7) years in accordance with the CEWA Records Disposal Authority for CEWA Offices and Schools.
6. The Principal must contact their Employment Relations Consultant if a volunteer provides any information in the form at Schedule One suggesting they may not be compliant with any legislation.

### **PROCEDURE (Parent volunteer)**

1. Staff requesting volunteer help (classroom activities, excursions, etc.) are responsible for ensuring parents complete a Schedule One: Working With Children Volunteer Declaration prior to engaging in volunteer activity.
2. The Schedule 1 form can be accessed via link on the school website, or a physical copy can be collected from the school office.
3. Completed forms can be returned in-person or via scanned form emailed to school admin.
4. Completed forms are to be scanned and securely stored on intranet SharePoint site (Stewardship > Volunteers & Contractors). Scanned document naming convention as follows:
  - a. Volunteer Surname.FirstName (Child's name)  
E.g. Simpson.Daniel (Bailey Simpson)
5. Administration officer to update Working with Children Check Volunteer Declaration Register. The following details must be recorded:
  - a. Child's surname
  - b. Child/ren's first name/s
  - c. Parent name (person completing Schedule One form)
  - d. Date form completed
  - e. Eligible to assist at ACPS (tick box)
6. Teachers can access the Register to check if parent volunteers have previously completed a Schedule One form. Only essential school personnel will be able to access the completed forms.

**PROCEDURE (Volunteers - Family members who are not the parent or legal guardian e.g. grandparent, sibling or other relative)**

1. Please follow the above procedure for parent volunteers but note in addition to completing the Schedule One, they must complete a Working With Children Check application before engaging in volunteer activities. This process will take longer than the parent process.

**PROCEDURE (Pre-Service Volunteers)**

1. The Assistant Principal (Teaching & Learning) will coordinate the Pre-Service Volunteers procedure.
2. Pre-Service Volunteers must hold a valid Working with Children Check.
3. Pre-Service Volunteers must complete a Schedule One: Working With Children Volunteer Declaration prior to engaging in volunteer activity.
4. Schedule One form can be accessed via link on the school website or a physical copy can be collected from the school office.
5. Completed forms can be returned in-person or via scanned form emailed to school admin.
6. Pre-Service University students must also provide a Nationally Coordinated Criminal History Check Screening Clearance Number (SCN), as processed by the Department of Education, the cost of which is borne by the applicant.
7. Pre-service students should provide the same SCN for the duration of their studies provided they have not had a break in their studies of more than six months.
8. A copy of the SCN, Working with Children Check and Schedule One form must be retained by the school and entered into the Pre-Service & Child Volunteer Register (Admin/Registers/Volunteer Register) with a copy of the scanned paperwork and Working With Children Check card.

**PROCEDURE (Child Volunteers)**

*Child volunteers* are a '**child**' under 18 who carries out work on a '**volunteer**' basis.

An **Unpaid Child Volunteer** applies to work carried out on an unpaid basis by a 'student' under 18 years of age as part of their educational or vocational course of study with an 'education provider'

1. The Assistant Principal (Religious Education & Administration) will coordinate the Child Volunteer procedure.
2. Child Volunteers must complete a Schedule One: Working With Children Volunteer Declaration prior to engaging in volunteer activity. (Child Volunteers are often exempt.)

3. Schedule One form can be accessed via link on the school website or a physical copy can be collected from the school office.
4. Completed forms can be returned in-person or via scanned form emailed to school admin.
5. Completed forms are to be scanned and securely stored on intranet SharePoint site (Stewardship > Volunteers & Contractors). Scanned document naming convention as follows:
  - a. Volunteer Surname.FirstName (Child's name)  
E.g. Simpson.Daniel (Bailey Simpson)
6. Administration officer to update Working with Children Check Volunteer Declaration Register. The following details must be recorded:
  - a. Child's surname
  - b. Child/ren's first name/s
  - c. Parent name (person completing Schedule 1 form)
  - d. Date form completed
  - e. Eligible to assist at ACPS (tick box)
7. If the child is undertaking child-related work which is '**paid**', then they will require a Working with Children Check, Schedule One form and Nationally Coordinated Criminal History Check Screening Clearance Number (SCN).

Please note people with a current '**Interim Negative Notice**' or '**Negative Notice**' are not permitted to volunteer within the school under any circumstances.

### **Working With Children Check Exemption Eligibility**

To check if someone is eligible for a Working with Children Check Exemption please see: [Factsheet CRW03: Exemptions, The parent volunteer exemption.](#)

Please note people with a current '**Interim Negative Notice**' or '**Negative Notice**' are not eligible to access the child volunteer or unpaid students on placement under 18 years of age exemptions.