



Volunteer Policy



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Purpose

To outline the processes that Stott's College will follow to recruit, screen, supervise and manage volunteers to provide a child-safe environment, and to explain the legal rights of volunteers.

2.0 Scope

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

3.0 Policy

Stott's College is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Stott's College 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 Stott's 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 read this policy.

Suitability checks including Working with Children Clearances

Working with students

Stott's College values volunteers that assist in our classrooms and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Stott's College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Stott's College is a child



safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid clearance to reception 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.

Parents, or closely related family members of a child at the school who volunteer as part of an activity that their child is participating in or usually participate in are **not** required to have a WWC Clearance under the *Worker Screening Act*. However, Stott's College recommends that parents obtain one in these circumstances given the degree of contact volunteers may have with students in these situations.

- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating 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.

Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Stott's College reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

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 Information Pack (See Appendix 1) 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, Stott's College may also require volunteers to complete additional child safety training.



Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the Head of School (or their nominee). This will include the requirement to follow our school's policies, including but not limited to, our Child Safety and Wellbeing Policy, our Child Safety Code of Conduct and our school vision and values.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, and/or Stott's College 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 CEO and Head of School 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 CEO 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 Stott's College.

Stott's 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 Victoria Police. For further information on child safety responding and reporting obligations refer to: *VCE-GUI-06 Guidelines to responding to incidents, disclosures and suspicions of child abuse*.

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 the Head of School to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).



4.0 Communication

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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Referenced in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

5.0 Definitions

For the purposes of this policy, readers should refer to the [Child Safe Standards – Definitions](#) provided by the Victorian Government for the definitions of terms used in relation to the Victorian Child Safe Standards and Ministerial Order 1359.

6.0 Related Policies and Resources

Stott's College policies and resources relevant to this policy include:

- Child Safety Risk Register_Stotts College (Acknowledge Education)
- VCE-CC-03 Child Safety Code of Conduct
- VCE-GUI-06 Guidelines to responding to incidents, disclosures and suspicions of child abuse
- VCE-POL-01 Child Safety and Wellbeing Policy
- VCE-POL-02 Student Wellbeing and Engagement Policy
- VCE-POL-05 Bullying Prevention Policy
- VCE-POL-07 Supervision Policy

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)



7.0 Document Information

Document Name	Volunteer Policy
Document Number	VCE-POL-08
Purpose	Compliance with Child Safety Standards & Ministerial Order
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Safety and Wellbeing
Approval Date	18/12/2025
Effective Date	18/12/2025
Last date of endorsement	18/12/2025
Next Review Date	18/12/2027 (Every 2 years)
Policy Advisor	Head of School, VCE Coordinator, Head of Quality and Risk
Approving Authority	Board of Directors

8.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.

Appendix 1

Stott's College

Child Safety Induction Pack – Volunteers

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Stott's College volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Stott's College is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Head of School or CEO.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- VCE-CC-03 Child Safety Code of Conduct
- VCE-GUI-06 Guidelines to responding to incidents, disclosures and suspicions of child abuse
- VCE-POL-01 Child Safety and Wellbeing Policy



- VCE-POL-02 Student Wellbeing and Engagement Policy
- VCE-POL-04 Anaphylaxis Management Policy
- VCE-POL-11 Asthma Management Policy and Procedures
- VCE-POL-09 Excursions Policy
- VCE-POL-05 Bullying Prevention Policy
- VCE-POL-07 Supervision Policy
- VCE-POL-08 Volunteer Policy
- VCE-POL-10 First Aid Policy
- VCE-POL-12 Medication Management Policy
- VCE-POL-13 ICT Policy
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact our CEO or the Head of School who has Child Safety Standards in their portfolio with any comments or questions.