These procedures must be read in conjunction with the *Volunteers and Visitors in Schools Policy.*

**VOLUNTEERS AND VISITORS IN SCHOOLS: procedure**

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1. Overview
	1. These procedures assist schools in supporting and supervising volunteers and visitors in accordance with the *Volunteers and Visitors in Schools Policy* (00036/1).
2. Rationale
	1. The procedures aim to support the valued involvement of volunteers and visitors in ACT public schools, whilst minimising risk to students and ensuring compliance with the [*Working with Vulnerable People (Background Checking) Act 2011*](https://www.legislation.act.gov.au/a/2011-44/) (the WWVP Act).
3. Procedures
	1. Support for volunteers and visitors
* Schools are encouraged to develop a volunteer and visitor action plan to assist the recruitment and use of volunteers and visitors to support school programs and students’ learning (refer to *Volunteers and Visitors in Schools – Guidelines for Principals and Staff*).
* Schools are encouraged to provide access to a range of induction, training and support opportunities for volunteers and visitors (refer to *Volunteers and Visitors in Schools – Guidelines for Principals and Staff)*.
* Schools, in conjunction with the Directorate, will provide volunteers and visitors with information regarding their rights and responsibilities, including as they relate to child safety and wellbeing.
* The Directorate, in conjunction with schools, will provide training and support opportunities for staff with key supervisory roles for volunteers and visitor.
* Information about insurance arrangements for volunteers and visitors is provided in the *Volunteers and Visitors in Schools - Insurance Arrangements* (the Insurance Arrangements) guide and in section 3.7.
	1. Principal/supervisor responsibilities
* The principal/supervisor will provide staff and volunteers and visitors (where appropriate) with clear information about their roles and responsibilities in relation to the policy and procedures.
* The principal/supervisor will ensure volunteers and visitors are directly supervised by a school staff member while undertaking their role in the school if they work directly with students and do not hold WWVP registration, such as in circumstances where they are exempt or they are awaiting a decision on their WWVP application.
* The principal may decline/discontinue the services of a volunteer or visitor.
* Where a contractual or other form of agreement is in place for a visitor, the terms of the agreement will also be relevant.
* Directorate staff must comply with requirements arising from the [National Child Safe Principles,](https://childsafe.humanrights.gov.au/national-principles/about-national-principles)  [*Reportable Conduct and Information Sharing Amendment Act 2016*](https://www.legislation.act.gov.au/View/a/2016-39/20160818-64491/PDF/2016-39.PDF) and [*Work, Health and Safety Act 2011*](https://www.legislation.act.gov.au/View/a/2011-35/current/PDF/2011-35.PDF)and must be aware of related Directorate policies and procedures. Schools should make volunteers and visitors aware of these responsibilities and reporting procedures.
	1. Code of conduct for volunteers and visitors
* To assist schools to provide a safe and positive educational environment for students and staff, volunteers, visitors and volunteers through an organisation must comply with the [*Volunteers and Visitors*](http://www.det.act.gov.au/__data/assets/pdf_file/0005/509486/Code-of-Conduct-Volunteers.pdf) *in Schools– Code of Conduct.*
* Schools will monitor volunteers and visitor’s compliance against the code of conduct. Schools will follow Reportable Conduct and Mandatory Reporting processes where applicable.
	1. Working with Vulnerable People – Registration requirements
* Schools will confirm registration requirements and monitor compliance with the WWVP Act for volunteers and visitors in contact with students, for those persons not exempt from registration under the provisions of the WWVP Act.
* Information for volunteers and visitors about the registration requirements is provided in the *Volunteers and Visitors - Nomination Form* (the Nomination Form).
* In general, the WWVP Act requires a person over the age of 16 years, whether paid or unpaid, who has contact with children and young people whilst engaging in a regulated activity to:
	+ - * + be registered with Access Canberra, unless exempt under the provisions of the WWVP Act; and
				+ carry a valid Working with Vulnerable People (WWVP) registration card.

Regulated activities include child education services, childcare services, child accommodation, counselling and support services for children, and commercial services for children.

* All volunteers and visitors taking part in an overnight camp with children and young people must hold and carry a current WWVP registration card. No exemptions apply for this type of activity.
* Where a volunteer or visitor is not required to be registered to work with children and young people by reason of an exemption under the WWVP Act, they must consider whether there are any serious convictions, circumstances or reasons that might preclude them from working with or near children. They must discuss these with the principal before signing the Nomination Form.
* More information about working with vulnerable people is available from [Access Canberra](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration).
	1. Volunteer and Visitor Nomination Forms
* The Nomination Form:
	+ must be completed before activities may commence *(Note: where necessary, schools will provide assistance to complete this form)*;
	+ includes information about volunteering and visiting in schools;
	+ must be resubmitted annually; and
	+ must be updated if personal details change.
* Schools will securely store all Nomination Forms in accordance with the Directorate’s [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy), school-based arrangements and provisions of the *[Information Privacy Act 2014](https://www.legislation.act.gov.au/a/2014-24/)*.
	1. Daily Sign-In/Out Requirements
* Volunteers and visitors must sign in/out for each visit, recording the date, start and finish times and the tasks undertaken by a volunteer or visitor. Schools may use a paper-based form or an electronic system.
* Schools will issue volunteer or visitor identification which must be returned at the end of the school day or activity.
* Supervising teachers will have copies of blank forms available for volunteers and visitors assisting with excursions, sport carnivals, camps and other activities which occur away from the school campus to enable sign in/out requirements to be met.
* Schools will securely store all daily sign in/out forms in accordance with the Directorate’s [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy), school-based arrangements and provisions of the [*Information Privacy Act 2014*](https://www.legislation.act.gov.au/a/2014-24/).
	1. Insurance Arrangements
* The ACT government purchases insurance for all activities undertaken by its entities. There is protection for volunteers who may accidentally incur legal liability for third party injury and/or damage to third party property. Refer (*Volunteers and Visitors in Schools - Insurance Arrangements* (the Insurance Arrangements) guide).
* Different insurance arrangements apply to visitors and volunteers engaged through an organisation who are not covered by the Directorate’s volunteer insurance arrangements. Refer (*Volunteers and Visitors in Schools - Insurance Arrangements* (the Insurance Arrangements) guide).
	1. Privacy
* Directorate staff have obligations and responsibilities under legislation including the [*Information Privacy Act 2014*](http://www.legislation.act.gov.au/a/2014-24/default.asp) and the [*Health Records (Privacy and Access) Act 1997*](https://www.legislation.act.gov.au/View/a/1997-125/current/PDF/1997-125.PDF). These Acts contain principles governing the collection, safeguarding, access to, use and disclosure of personal information and personal health information. Schools should make volunteers and visitors aware of the Directorate’s [Privacy Policy](https://www.education.act.gov.au/publications_and_policies/policies).
1. Contact
	1. For support contact the Governance Branch by email EDUGovernance@act.gov.au
2. References
	1. **Definitions**
		1. A **child:** is a person who is under 12 years of age ([*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/)*)*. (Also refer definition of young person.)
		2. **Duty of care** is the responsibility to exercise reasonable care to protect the safety of students against injury that should reasonably have been foreseen. This duty exists whenever a student/teacher relationship exists, while students are on school premises during hours when the school is open, and while on school-based activities taking place elsewhere.
		3. A **parent:** is a person having parental responsibility for the child under the [*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/) including a carer appointed under that Act.
		4. **Reportable Conduct:** broadly covers allegations or convictions of child abuse or misconduct towards children and young people. It ensures that allegations and convictions against employees (including volunteers and visitors) related to abuse or misconduct towards children are identified and acted upon.
		5. A **supervisor:** is a school staff member delegated by the principal to be responsible for educational programs or related activities.
		6. A **visitor:** is a person who provides services directly to students or in support of students through a sponsoring or employing organisation or are self-employed. In some cases, services or activities by visitors will be underpinned by a contractual arrangement or other appropriate agreement.[[1]](#footnote-1)
		7. A **volunteer:** is a person who provides services directly to students or in support of students without financial gain or reward as organised by the school. They volunteer directly to a school as individuals. Parents and Citizens Association members who volunteer directly to the school as individuals (not on behalf of the school’s Parents and Citizens Association or any other organisation) are considered volunteers.1 School board members are also considered to be volunteers.
		8. A **volunteer through an organisation** is a person who provides services to students through a volunteer organisation or association, as organised by the organisation or association. In some cases, these services or activities will be underpinned by a contractual arrangement or other appropriate agreement.1
		9. A **young person:** is a person 12 years old or older but is not yet an adult. ([*Children and Young People Act 2008*](https://www.legislation.act.gov.au/a/2008-19/))
	2. **Related Policies and Documents**

*Volunteers and Visitors in Schools – Implementation Documents*

* Volunteers and Visitors in Schools - Policy
* Volunteers and Visitors - Nomination Form
* Volunteers and Visitors – Code of Conduct
* Volunteers and Visitors – Insurance Arrangements
* Volunteers and Visitors - Guidelines for Principals and Staff

*Other Policies and Information Sources*

* [Child Protection and Reporting Child Abuse and Neglect Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/child-protection-and-reporting-child-abuse-and-neglect-policy)
* [Privacy Policy](https://www.education.act.gov.au/publications_and_policies/policies)
* [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy)
* [Reportable Conduct](https://www.education.act.gov.au/about-us/reportable-conduct-scheme) Scheme
1. Where the Volunteers and Visitor Policy states ‘volunteers and visitors’ it is inclusive of volunteers, visitors and volunteers through an organisation. [↑](#footnote-ref-1)