

# Volunteer Policy

- All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.
- Employees are expected to comply with all applicable policies.
- Various parts of the policies require managers and staff to exercise discretion, and the policies are not intended to be applied in a legalistic or prescriptive manner.
- These policies may be varied by Brighton Grammar School from time to time, at its absolute discretion.
- Brighton Grammar School is fully committed to the protection of children and young people during all School activities and environments both within and outside of School hours.
- This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School.

## Purpose

This purpose of this policy is to provide clear guidelines around the engagement of volunteers at Brighton Grammar School (the School).

## Application

This policy applies all staff of BGS who wish to engage community members in a volunteer capacity with the School. This policy also applies to all volunteers engaged by the School and should be read alongside their Volunteer Agreement.

## Who is a volunteer?

A volunteer is a person who provides their services (or does 'unpaid work') for the main purpose of benefiting another person or an organisation, such as a charity, a community organisation, a religious organisation, a sporting organisation, etc. From time to time, a person may volunteer services to a school or a school may seek the services of volunteers.

For a person to be a genuine volunteer, it is important to ensure that the essential characteristics of a volunteering relationship are present, including:

- The parties did not intend to create a legally binding employment relationship,
- The volunteer is under no obligation to attend the workplace or to perform work,
- The volunteer does not expect to be paid for their work.

A genuine volunteer is not a paid employee, which means that modern awards and enterprise agreements do not apply to the work performed.

## Who is not a volunteer?

We have many individuals and organisations that attend the School campus. Only some of these will meet the definition of a volunteer. Other categories are outlined below:

**A Provider of On-site Goods or Services (POG)** typically provides the School with a tax invoice. POGS are typically financially reimbursed by BGS and are contractually obligated to deliver the agreed goods/services. This may be outlined in a service agreement. Examples include but are not limited to: maintenance or facilities contractors, incursion or workshop providers, photographers, employees of a contracted service provider. Where the School contract with a business that then sub-contracts the work, it is the obligation of the business to conduct the appropriate compliance checks and onboarding of the sub-contractor(s).

POGS must be onboarded via the School's Compliance Management System (SAM4Schools), which includes providing a valid Working With Children Check, and must be appropriately inducted before commencing work on site.

**A Hirer** is a person or organisation using the School's facilities or providing services at the school but not receiving any direct or indirect payment by the School. Hirers may in fact pay BGS a fee, but this is not required to meet the definition. Examples include but are not limited to: sports clubs that make use of School facilities, associations hosting events in School function spaces, therapists funded by NDIS or Parents that conduct appointments with students onsite, external (non-employee) specialist tutors.

Hirers must be onboarded via the School's Compliance Management System (SAM4Schools), which includes providing a valid Working With Children Check for all employees, and must be appropriately inducted before commencing work on site.

**A Visitor** is defined as a member of the public who has a legitimate reason to visit the school for a short period of time. The School has behavioural expectations of visitors as outlined in the Parent Code of Conduct. For the purposes of that policy, a 'Parent' or 'Visitor' of Brighton Grammar School includes anyone visiting the School who is not a current student, employee, contractor or volunteer. Visitors include but are not limited to: prospective parents, interview candidates, government agency staff or emergency services officers.

Visitors are not required to provide a Working With Children Check, but must be chaperoned at all times on site by the nominated member of staff they are visiting.

It should be noted that community members making use of the services provided by a Hirer are not expected to be chaperoned on site, but are directed to only use the facilities that the Hirer has contracted for. These facilities will not be open to BGS students during the contracted days/times, and secure access may be provided if the services are available during school hours. For example, the Duigan Centre tennis courts.

**Placement Students** are those conducting formal work experience as part of an education or training course. They are not expressly covered by this policy, however the compliance expectations are very closely aligned. As with volunteers, Placement Students are unpaid and no contractual arrangement exists to obligate the performance of work. Placements are typically arranged in conjunction with the education/training course provider.

A Placement Student is always under the direct supervision of an appropriately qualified member of staff and is never left unchaperoned with students.

Further guidance around protocols for any of the above categories can be sought from the Risk and Compliance team.

## Procedure

### Engaging with a volunteer

Brighton Grammar School values its volunteers and we will endeavour to provide:

- Clear guidelines regarding the role and the tasks they are authorised to perform;
- An induction and any training necessary (e.g. systems and processes) to perform in the volunteer role;
- A safe environment in which to perform the role;
- Respect for privacy, including keeping private information confidential;
- A supervisor to enable the opportunity to ask questions and seek feedback;
- Reimbursement for reasonable expenses; and
- Insurance to cover the volunteer for duties they are authorised to be performed.

## **What Brighton Grammar School asks of its volunteers**

The School asks that volunteers:

- Respect and support the Brighton Grammar values;
- Participate in all relevant induction and training programs;
- Only undertake duties they are authorised to perform;
- Always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions;
- Understand and comply with the organisation's policies and procedures including child safety and wellbeing, occupational health and safety and privacy and confidentiality;
- Notify their supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to them or others and report any accidents or incidents relating to staff, volunteers, or the workplace;
- Behave appropriately and courteously to all staff, students and the BGS community in the course of the role;
- Use any property or equipment, including the school wifi safely and only for purpose of the role;
- Consult with their supervisor regarding the nature of the role or any changes that are required to the original agreement;
- Comply with the law at all times;
- Be open and honest in all dealings.

## **Supervising volunteers**

The staff member directly engaging the volunteer will be responsible for ensuring the appropriate onboarding and induction are carried out, under the guidance of the Risk and Compliance team. A nominated staff member must be identified as the volunteer's supervisor, and undertake the day to day supervision and direction of the volunteer. The supervisor is considered the contact for any questions or concerns about the role, health and safety, or if there is any assistance and support needed to help the volunteer undertake the role.

A volunteer must always be under the direct supervision of a member of staff and never left unchaperoned with students.

## **Compliance**

The following steps must be completed prior to a volunteer undertaking their volunteering role:

- Provide a current Working with Children Check (typically this will be a 'volunteer' card, but an 'employee' card is also acceptable) which the Risk and Compliance team will upload to the School's Compliance Management System (SAM4Schools)
- A Volunteer Agreement must be read and signed, which includes acknowledgment of the following policies:
  - Child Safety and Wellbeing Policy
  - Child Safety and Wellbeing Code of Conduct
  - Child Safety and Wellbeing Reporting Obligations Policy (inc. Mandatory Reporting)
  - Occupational Health and Safety Policy
- This Agreement must be filed with the Risk and Compliance team for record keeping.

When first commencing as a volunteer, the supervisor must conduct an induction, ensuring the volunteer is aware of all Health and Safety protocols, Emergency Procedures (evacuation and lockdown), and Child Safety and Wellbeing Policies and Procedures. Note that the volunteer is expected to participate in any emergency management drills that may be conducted whilst they are onsite.

## Occupational Health and Safety

At Brighton Grammar School volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. In Victoria, the *Occupational Health and Safety Act 2004 (Vic)* applies. Under this Act and other laws, the School has a duty of care to minimise risks to everyone affected by its conduct (including paid employees and volunteers).

It also means that a volunteer may have OHS duties too. These include:

- To take reasonable care for their own health and safety;
- To take reasonable care for the health and safety of others;
- To comply with any reasonable instruction by Brighton Grammar School;
- To let Brighton Grammar School, know of any concerns they may have about safety and/or fitness in undertaking their role, and
- To cooperate with any reasonable policies and procedures of Brighton Grammar School.

## Child Safety and Wellbeing

Brighton Grammar School is fully committed to the protection of children and vulnerable people during all School activities and environments both within and outside of School hours. The School fully complies with *Ministerial Order 1359 – Managing the risk of child abuse in Schools and School Boarding Premises*.

Per the Compliance requirements above, prior to their engagement with the School all volunteers will be required to read and acknowledge the School's suite of Child Safety and Wellbeing policies. They will also be required to participate in a school induction session where Child Safety and Wellbeing will be discussed.

A current working with children check is mandatory prior to commencement of all volunteer roles at Brighton Grammar. All WWCC will be verified and stored on the School's Compliance Management System (SAM4Schools).

## ICT systems access

Brighton Grammar School does not provide volunteers with laptops or access to ICT Systems. However, if access is needed to systems while working on site then a desktop may be available for use with consultation and permission from the Director of ICT. BYO laptops may be used where required.

Access to BGS Guest Wi-Fi may also be provided to volunteers when needed.

## Access and Security

In an emergency it is important to know everyone that is onsite. Therefore, all POGS, Hirers, visitors and volunteers must sign in and out at Reception on a daily basis.

While on site at the School volunteers may require a key or swipe pass for access to specific areas. As keys and swipe card access are not automatically granted to volunteers, supervisors must organise this with the Director of ICT and Director of HR prior to their commencement at BGS.

## Volunteer expenses and other benefits

To ensure that there is no financial disadvantage resulting from conducting volunteering at the School, the School will provide volunteers with reimbursement for any reasonable out-of-pocket expenses that they incur when performing authorised tasks associated with their role. These payments are not remuneration or wages. Before undertaking any expense transactions, the volunteer must seek approval from their supervisor. Receipts must also be provided in order to be reimbursed. Typically travel to and from the School or alternate volunteering location is not reimbursed.

## Insurance

BGS is committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering role and tasks that have been approved and authorised.

Brighton Grammar School has professional indemnity and public liability insurance which will cover all volunteer positions. All incidents must be reported to the supervisor immediately in order to ensure insurance coverage.

The following events are unlikely to be covered by the School's insurance:

- Actions that are beyond the scope of the volunteer role, or that occur without appropriate authority or permission from the School and/or nominated supervisor;
- Criminal activity (including criminal charges arising out of driving incidents); and
- Dishonest or reckless activities.

## Intellectual Property

All volunteers at the School agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at Brighton Grammar School. In addition to this, volunteers are taken to consent to the use by Brighton Grammar School of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer they also agree not to bring any claim for infringement of their moral rights in respect of that use.

## Confidentiality

All volunteers are required to maintain confidentiality regarding information involving the School. Information must not be disclosed to anyone outside the organisation or to others within the organisation, unless express permission is given to do so by their supervisor. Breaches of confidentiality may result in disciplinary action or termination of their engagement as a volunteer with the School.

Access by volunteers to sensitive information held by the School (for example regarding students) should be minimised, and only undertaken with supervision.

## Related Policies and Documents

- BGS Volunteer Agreement
- Volunteer Induction Presentation
- Confidentiality Agreement – Placement Students
- Brighton Grammar School POGS Compliance Manual
- Non-Staff ICT Access spreadsheet
- Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Code of Conduct
- Child Safety and Wellbeing Reporting Obligations (inc. Mandatory Reporting)
- Occupational Health and Safety Policy
- Privacy Policy
- [Unpaid work – Fair Work Ombudsman](#)
- Occupational Health and Safety Act 2004 (Vic)

This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy

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