

Volunteers Policy

POLICY STATEMENT

Concordia College is committed to ensuring that volunteers who support the College are able to work in a safe environment and in a manner, that maintains the safety and well-being of volunteers, students and staff members.

RATIONALE

Concordia College values and actively supports the involvement of Direct Contact and Indirect Contact volunteers in various aspects of College life. Their interests and talents contribute positively to the Concordia community.

SCOPE

This policy applies to all Concordia College volunteers as well as the staff involved in supporting them.

DEFINITIONS

Volunteer - A person who contributes to the benefit of Concordia College without financial or material gain.

Indirect Contact Volunteer - volunteer who has limited or no direct interaction with students and will adhere to College policies and procedures

Direct Contact Volunteer - Volunteer who has direct interaction with students and staff and provides support, guidance and supervision directly to students. Must Adhere to College polices and is required to complete appropriate screening

Responding to Abuse and Neglect - The process through which anyone who suspects, on reasonable grounds, that a child is being abused or neglected reports to the Child Abuse Report Line. People who are mandated to report include: teachers, counsellors, support staff and ministers of religion.

RRHAN-EC Child Protection training - Responding to Risks of Harm, Abuse and Neglect – Education and Care training which outlines the responsibility for child protection when working or volunteering with children and young people.

Working with Children Check (WWCC) - is an Australian background check requirement, assessing the criminal record of those working or volunteering in child-related work. **Valuing Safe Communities** - is a school specific training program developed to ensure that each member of the school community enjoys a positive, safe healthy and respectful place of learning. This program meets the requirements of the LCA Standards of Ethical Behaviour and related LCA Policies.

POLICY PRINCIPLES

1. The College values the safety and wellbeing of students as being paramount.
2. Volunteers must adhere to College Policies and procedures including [Child Safe Policy](#), [Child Safe Code of Conduct](#) and [Staff and Student Professional Boundaries Policy](#).
3. Volunteers as required by legislation have the appropriate WWCC clearance and RRHAN-EC certification
4. Volunteers engage with the LCA Valuing Safe Communities program
5. Volunteers understand and accept their legal responsibilities and obligations and must be inducted prior to volunteering at the College.
6. Volunteers have the same rights and responsibilities as staff members in relation to Workplace Health and Safety.
7. Volunteer records are current and appropriately retained. The College reserves the right to determine who it accepts as a volunteer.

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RESPONSIBILITIES

Concordia College is committed to ensuring that volunteers who support the College are able to work in a safe environment and in a manner, that maintains the safety and well-being of volunteers, students and staff members.

Volunteers

- Provide sufficient personal information to ensure the skills, capabilities and aptitudes align with the volunteer position.
- As required by legislation, comply with appropriate child related screening and training prior to commencement.
- Undertake an appropriate induction process.

Head of College

- Has overall responsibility for this policy.
- Delegates responsibilities related to this policy as required.
- Ensures that appropriate resources are provided to support this policy.
- Takes appropriate steps to ensure that Concordia College complies with relevant legislation and government requirements.

APPROVED AUTHORITY:	Concordia College Board
RESPONSIBLE OFFICER:	Head of College
IMPLEMENTATION DATE:	2023
LAST POLICY REVIEW DATE:	October 2024
NEXT REVIEW DATE:	*October 2027

IMPLEMENTATION

This policy is implemented through

- Staff Training
- Identification of Volunteer activities
- Publication of information in relation to volunteer activities including Volunteer Code of Conduct
- Volunteer agreements and background checks

RELATED POLICIES:

- Child Safe Policy
- Work Health and Safety policy
- Psychosocial Policy
- Child Safe Adult Code of Conduct
- Staff and Student Professional Boundaries Policy

LINKED DOCUMENTS

- [Volunteers at Concordia College](#)
- [Direct Contact Volunteer Agreement](#)
- [Indirect Contact Volunteer Agreement](#)
- [Volunteers Code of Conduct](#)

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Director of Staff/Campus Principal /Delegate

- Oversees the volunteer registration process including documentation of volunteer processes and entering data into the College database.
- Ensures that an employment screening process is completed prior to the commencement of any volunteer work (where applicable).
- Ensures that the volunteer undertakes an induction process.
- Cancels the volunteering agreement, in consultation with the Head of College, if the volunteer displays behaviours that are deemed inappropriate or the need for the volunteer no longer exists.

Supervisor of Volunteers

- Where applicable submits a volunteer request form to the Director of Staff/Campus Principal/Delegate at least 2 weeks prior to the anticipated start date and meets with Director of Staff/Campus Principal/Delegate prior to a volunteer position being offered.
- The Director of Staff/Campus Principal/Delegate ensures that prospective volunteers receive information about their responsibilities.
- Provides adequate supervision.
- Assists in the resolution of issues that might arise as the result of the work of the volunteer.
- Provides guidance and advice regarding the work required of the volunteer.
- Consults with the volunteer if changes are needed in relation to the work or time commitment of the volunteer.