



# Volunteers at Highgate School

Highgate School values the support of many parents and other members of the community who volunteer their time to support our students while enrolled at school.

## Before beginning volunteering

Before volunteers start working at a department service, school or preschool, they must:

- complete a volunteer application form that includes signing a declaration
- meet the [volunteer screening and suitability requirements](#)
- complete the Responding to Abuse and Neglect – Education and Care (RAN-EC) course for volunteers
- complete the volunteer induction, including work health and safety
- be given a role description
- sign a volunteer agreement.

## Volunteer Application Form and Declaration

All volunteers at Highgate School must complete a volunteer application form, including emergency contact details and a declaration before the school can determine their suitability to volunteer.

## Working with Children Checks (WWCC)

Highgate School requires all volunteers who volunteer in the following situations to have a current working with children check. (DCSI clearances will be accepted until they are out of date.)

- anyone attending excursions or camps <sup>1</sup>
- anyone listening reading of any child other than their own
- anyone supporting students in a class (other than their own child)
- any sports team coaches or managers
- all canteen volunteers
- all library volunteers

## RAN-EC Course

All Highgate School volunteers who:

- attend excursions or camps,
- coach or manage a sports team, or
- volunteer onsite more than once,

must complete the Responding to Abuse and Neglect – Education and Care (RAN-EC) course for volunteers or another full Responding to Abuse and Neglect course. The RAN-EC course outlines volunteers' child protection responsibilities and provides guidelines on protective practices.

## Volunteer Induction

- All volunteers must complete the department's [online volunteer induction](#).
- All volunteers supporting during school hours must complete a Highgate School Site induction, including information about work health and safety policy and legislation. At

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<sup>1</sup> Note: While parents working with their own child do not require a WWCC, we can not guarantee they will not be asked to work with other groups on a camp or excursion, therefore we require anyone attending camps or excursions to have a current WWCC.



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the end of induction, they will be asked to sign a declaration that they have completed the induction session.

All WWCC, RAN-EC and induction certificates/records along with the Volunteer application form, must be provided to the Highgate School Front office before volunteering commences.

## All Volunteers

All volunteers are expected to uphold our school values of Respect, Kindness and Honesty & Integrity at all times during their volunteering role when interacting with staff, students and other members of the community. All staff and students, volunteers and other members of the school community will be treated fairly with no special favours given.

## Confidentiality

All student and family information is confidential and should only be discussed with the child's teacher and/or anyone on the Highgate School leadership team. Volunteers should refrain from making any comments about the use of individual teaching methodologies or student behaviour methods.

All volunteer information will be stored confidentially on site in line with site record keeping procedures.

## Mandatory Notification of Child Abuse

Volunteers who work with children (under 18 years) are [mandated notifiers](#). They must understand notification and [reporting child abuse](#) requirements.

A mandated notifier is required by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm.

This obligation arises when a mandated notifier forms this suspicion in the course of their employment (whether paid or voluntary).

A mandated notifier must make the notification as soon as is reasonably practicable after forming the suspicion. Refer to the [Mandatory Reporting Guide \(PDF, 603.0 KB\)](#) for helpful guidance around deciding when to report concerns to the Child Abuse Report Line.

If a mandated notifier forms a suspicion outside of their work (whether paid or voluntary) that a child or young person is, or may be, at risk of harm, they may make a notification to the Department for Child Protection voluntarily.

## Work Health & Safety

Volunteers are workers under the Work Health and Safety Act 2012 (the Act), this means that the school will:

- ensure the health, safety and welfare of volunteers (as far as reasonably practicable)
- consult with volunteers about work health and safety
- give volunteers the necessary information, training and supervision.

As workers under the Act, volunteers have duty of care for their own health and safety as well as that of others, as part of this volunteers must:

- take reasonable care for their own health and safety
- make sure that their actions don't have an adverse effect on other people
- comply with any reasonable instructions, policies and procedures relevant to the health and safety at the workplace that they have been told about
- report any incidents or injuries to leaders as soon as possible.



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## Rights of Highgate School regarding volunteers

Highgate School has the right to decline voluntary work to a person they deem unsuitable to work with children and young people. The school may also require a volunteer to withdraw from volunteering activities at any time if concerns exist about their suitability to be working with children or if a situation or their behaviour has negatively impacted on the education service or community.

## Volunteering during school hours

### Signing in and Out

It is vital that we know who is on site at all times. We have two different sign-in procedures:

- For any volunteering between 8:45-9:30am or 2:45-3:15pm volunteers sign in at the relevant classroom
- At any other time, volunteers sign-in and out at the Front Office

### Photos and Videos

Volunteers may not take photos or videos of students (other than their own child) on their own device.

### During volunteering

- Volunteers will follow their role description provided by the school
- Volunteers will follow staff directions at all times
- Volunteers must work in line of site of a staff member
- Volunteers must wear a volunteer badge or sticker while on site

## Volunteering for after-hours sports events

Team coaches and managers for after-hours sports must ensure:

- other adults are present, for example a parent – not in a volunteer role – who is just watching the activity from the sidelines
- the volunteer has: the contact details of student's parents and/or caregivers details of who the students can leave with
- students go to the toilets in pairs
- access to a first aid kit
- they are aware of medical details of students (where necessary and as outlined in the student's health care plan)
- they are aware of written procedure about what the volunteer needs to do if the parents or caregivers do not arrive on time to pick up their child
- they follow the role description provided by the school

## Key Contact people

Administration questions:

Alison or Clare in the front office

Volunteering for School Sports:

Ben Beazley

Volunteer Coordinator:

Emily Roberts, Assistant Principal