

1. Purpose

The purpose of this policy is to ensure volunteers working with students within Eastside Lutheran College are:

- Registered as a person fit to work with vulnerable people
- Positively supported in their work
- Cared for in an appropriate manner
- Aware of their rights and obligations

2. Related Documents

- Eastside Lutheran College Vision, Mission & Values
- Eastside Lutheran College Work Health and Safety Policy
- Eastside Lutheran College Code of Conduct
- Eastside Lutheran College Child Protection Policy

3. Scope

This policy applies to all volunteers working with students enrolled in Eastside Lutheran College and includes both in school and out of school activities.

4. Definition of Terms

Where referred to in this document:

The College (ELC) means Eastside Lutheran College

PCBU Person conducting a business or undertaking (PCBU) A PCBU may be a corporate (company), unincorporated body or association, a partnership, the Crown and a natural person (example, sole trader or self-employed).

ELC is a PCBU.

Officer Persons ELC has determined that members of The Board and the School Executive are Officers in relation to the Work Health and Safety Act 2012.

The Board means the Members of the College Board

Executive is a forum including the Chairperson of the Board, Principal and the College Accountant.

Principal means the person charged with responsibility for the operation of the College or a person acting from time to time in that position.

Director, Manager or Coordinator means a person appointed to a Director, Manager or Coordinator position within ELC.

Worker means a person is a worker if carrying out work in any capacity for a PCBU. Included in the definition is any person working in the capacity of an employee; a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been

assigned to work in the PCBU; an outworker; an apprentice or trainee; a student gaining work experience or a volunteer.

STATEMENT OF FAITH

Lutherans believe that humans are saved from their sins by God's grace alone (Sola Gratia), through faith alone (Sola Fide), on the basis of Scripture alone (Sola Scriptura).

5. Policy

Volunteers enrich and enhance the educational opportunities available to students at the College. They are a welcome and valuable expression of partnership. To be considered a volunteer a person may not be remunerated for their services. A volunteer however may be reimbursed for out-of-pocket expenses.

a. Obligations and Rights of Volunteers

While they are not employees, volunteers are bound to work under the same policies (i.e. Child Protection Policy, Code of Conduct, Work Health and Safety) as employees in relation to their work within ELC. In addition, volunteers must comply with all reasonable requests or directions made by an employee with the authority to make those requests or give those directions. Similarly, they must respect the confidentiality of any information gained during the course of their volunteer work.

Where a volunteer is not able to subscribe and uphold the **Statement of Faith**, they are expected to fully uphold the College's Christian education program and be in agreement with the College's Lutheran values and how these are expressed in the day-to-day life of the College.

Volunteers must be given the necessary instruction in the work to be performed to ensure that it is carried out safely in accordance with accepted practice and standards. Similarly, the Principal, Director, Manager or Coordinator or their delegated authority must be satisfied that the volunteer is seemingly capable of undertaking the duties, that adequate supervision is provided and that the work environment is safe.

The use of volunteers is at the discretion of the Principal or Director, Manager or Coordinator. Whether regular or periodic, the presence of a volunteer needs to be accounted for in some way appropriate to the College and the service they are providing.

b. Duty of Care for School Volunteers

When a volunteer supervises a group of students, the volunteer owes a duty of care to those students. In the same situation the College owes a duty of care to both the volunteer and the students being supervised by the volunteer. ELC does not endorse private travel arrangements between students and volunteers.

In the event that a parent/carer arranges, authorises and consents for a volunteer to transport their child to a College related event, the responsibility lies with the parent/carer.

c. Working with Children Checks for School Volunteers

On the basis that the safety and welfare of students is paramount, the College requires that all volunteers have a Working with Children Registration Card in addition to implementing other measures of safety and care.

Given the responsibilities staff have in terms of duty of care for students, it is important that appropriate levels of supervision of volunteers and students are maintained and that students are not placed at risk with non-staff members.

d. Working with Children Checks for College Student Volunteers

Students over the age of 16 who attend ELC and assist in a volunteering capacity that involves direct contact with students at the College will be required to have a Working with Children Registration Card. This also includes university students undertaking practicums at the College.

e. Obtaining a Working with Children Registration Card

The procedure to obtain a Working with Children Registration Card is detailed on the Department of Justice website: <https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

f. Volunteer application, induction and approval

The relevant Director, Manager or Coordinator is responsible for inducting and approving all new volunteers to their role and workplace.

Once a person has registered their interest in volunteering an approval and induction process will commence. This process involves completing an online Work health and safety induction and undertaking online child safe training through Complispace (a link will be emailed). When completed, the volunteer applicant will be reviewed and if deemed competent and suitable they will be approved the Principal and notified accordingly.

g. Insurance

ELC provides personal accident and public and product liability insurance for volunteers and students, including students participating in VET and Special and Alternative Learning Programs.

While individual circumstances may vary, the policy generally covers:

- Medical costs not covered by Medicare or private health funds
- Loss of wages (except where the person is covered by an income protection policy)
- Restricted amounts for loss of function.

The costs of medical services received in a private hospital are the responsibility of the volunteer.

h. Employee Assistance Program

Volunteers will be able to access ELC's Employee Assistance Program provided by Positive Solutions and utilise up to three free confidential counselling services.

To make an appointment contact **1800 064 039** or email on admin@positivesolutions.com.au

i. Workers Compensation

Volunteer workers are not covered under Workers Compensation legislation.

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