



Volunteers & External Providers Policy

St Mary's College for the deaf is an inclusive Catholic Faith Community in the spirit of the Dominican Charism. At St Mary's College, our aim is to foster compassionate, empowered, effective communicators nurtured through the spirit of our community and the values of the Dominican pillars. We hold the care, safety and wellbeing of the young people who are entrusted to us as a sacred duty. As a Catholic Specialist School, St Mary's College recognises and values the worth of each student, developing an understanding of the Catholic faith which fosters faith development and Christian values in each student.

Central to these pillars is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people, providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

INTRODUCTION

Due to the unique nature of our students at St Mary's College and their additional needs, we have a high volume of external providers that work within our team to support development and foster independence. St Mary's College believes that voluntary workers and external providers can make a significant contribution to the College's community. Volunteers and external providers generously give of their time, skills and expertise to others.

GUIDING PRINCIPLES FOR VOLUNTEERS

1. Volunteer Selection Procedures

Volunteers will be assessed for their suitability to work at the College by the Principal or Principal's Delegate. Volunteers will be required to:

- a) Attend an interview
- b) Provide evidence of identity and qualifications, as well as details of experience and other information relevant to the program
- c) The names of two referees that can address the applicant's suitability to work with children.
- d) Sign an agreement and confidential declaration form before they commence volunteer work
- e) Complete induction training including Child Safety
- f) Hold a current Police check & Working With Children Check

Any applicant not accepted for volunteer work will be advised in writing.

2. Sequence of Steps for Volunteers

Volunteers seeking unpaid work at the College may:

- Make informal contact with the College regarding volunteer work
- Apply to the College providing background information, referee details (*see Volunteer Application Form*)
- Attend an interview
- If accepted for volunteering, a volunteer must:
 - Sign the volunteer agreement form
 - Agree to and sign the College's Code of Conduct
 - Sign the confidential declaration

Attend induction training

Provide copies as requested of a 1(b), 1 (c) and 1(f)

3. The College's Responsibilities to Volunteers

The College holds the safety, wellbeing and inclusion of children, including those with a disability, as a central and fundamental responsibility of Catholic Education. The College's responsibilities to volunteers include:

- Conduct referee and screening check for suitability.
- Allocating a staff member to supervise a volunteer in each of the areas of work
- Keeping accurate records of a volunteer's training, work and other pertinent details
- Providing volunteers with full induction training that will include:
 - Mandatory reporting
 - Occupational Health Safety & Welfare policies and procedures
 - Duty of Care responsibilities to students
 - Emergency Evacuation procedure
 - Child Safe Policies
 - Role description and responsibilities document (relevant to the work undertaken).
- Educating the volunteers about confidentiality requirements
- Provision of training specific to the area of volunteer work (if required)
- Matching volunteers with work that is suitable to their skills, interests, time commitments and health status
- Consideration when changing a volunteer's area of work or time commitment
- Provision of Supervising staff to discuss volunteers' concerns as they arise
- Provision of Supervising staff to meet their duty of care to students by not leaving a volunteer to work unsupervised with students and monitor continuing suitability.

GUIDING PRINCIPLES FOR EXTERNAL PROVIDERS (including NDIS workers)

1. External Provider Procedures

External Providers will be required to:

- Meet all legal and policy requirements
- Sign an agreement and confidential declaration form or Clinical Access Arrangement form (NDIS) before they commence work
- Complete induction training including Child Safety
- Hold a current National Police Certificate and Working With Children Check and provide a copies when requested

2. The College's Responsibilities to External Providers

The College holds the safety, wellbeing and inclusion of children, including those with additional needs, as a central and fundamental responsibility of Catholic Education. The College's responsibilities to external providers include:

- Allocating a suitable staff member to supervise the external provider in the delivery of their service
- Keeping accurate records of the external provider's work and other pertinent details
- Providing external providers with full induction training that will include:
 - Mandatory reporting as required
 - Occupational Health Safety & Welfare policies and procedures as required
 - Duty of Care responsibilities to students as required
 - Emergency Evacuation procedures

- Educating the external provider about confidentiality requirements
- Provision of Supervising staff to discuss external provider's concerns as they arise
- Provision of supervising staff who meet their duty of care to students by not leaving an external provider to work unsupervised with students.

4. Volunteer and External Provider Responsibilities

Volunteer and External Providers' most important responsibility relates to duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual, physical or sensory disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

Volunteers and External Providers must:

- Refer all student concerns or behavioural issues to the supervising staff member
- Refer all requests to access College files to the supervising staff member
- Sign in at Reception on arrival and departure
- Wear the provided visitor's identification/badge at all times
- Notify the College as early as possible if they are unable to fulfil their volunteer/work commitment
- Comply with all College policies, procedures and guidelines
- If the position involves child connected work the following child safety must be adhered to:
 - Be familiar with and comply with the College Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
 - Assist in the provision of a child safe environment for students
 - Demonstrate duty of care in relation to a student's physical and mental well being

Note: Providers, as contractors, are included in the Reportable Conduct Scheme. The Principal will bring all allegations that may constitute reportable conduct to the CECV Industrial Relations Unit as soon as possible.

Volunteers must not:

- Work unsupervised with students
- Be involved in toileting students or assisting with change-rooms/sickrooms
- Have unsupervised contact with students during break times
- Encourage affection from students e.g. by giving presents
- Have intentional physical contact with students or offspring (the supervising staff member will provide comfort/first aid to a distressed student)
- Display bullying or intimidating behaviours towards students

External Providers must not:

- Work unsupervised with students unless appropriate Child Safe documentation has been completed
- Be involved in toileting students or assisting with change-rooms/sickrooms
- Have unsupervised contact with students during break times
- Encourage affection from students e.g. by giving presents
- Have intentional physical contact with students or offspring (the supervising staff member will provide comfort/first aid to a distressed student)
- Display bullying or intimidating behaviours towards students

Cancellation of Agreement

When concerns arise about a volunteer or external provider, a solution to a problem or to improve an area of concern raised in relation to or about the volunteer or external provider, remediation will be offered wherever appropriate. A volunteer's or external provider's agreement can be cancelled at the Principal's discretion and where the volunteer or external provider:

- Has no more suitable work available
- Fails to follow requirements outlined in the Volunteer and External Provider Policy and elaborated through the induction training
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the College

Status of Document	
Written by: Child Safe Committee	Date: 20th July 2016
Approved by: College Board	Date: 25 th July 2016
Post Implementation Review: Child Safe Committee	Date: July 2019
Next Approval: College Board	Date: July 2021

Related resources

[CECV Guidelines on the Engagement of Volunteers in Catholic Schools](#)

CECV NDIS/External Providers: Guidelines for Schools

