



Members of our school community who would like to volunteer are encouraged to contact the office via phone: 03 8348 7100 or email: point.cook.p9.co@education.vic.gov.au.

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school sites and COVID-19 vaccinations.

For further information, refer to:

OOVID-19 Vaccinations Visitors and Volunteers on School Stes

Suitability checks including Working with Children Clearances

Point Cook P-9 College values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts and other extra curricula programs. To ensure that we are meeting our legal obligations under the

and the Child Safe Standards, Point Cook P-9 College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Point Cook P-9 College is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the office for verification in the following circumstances:

- of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- who are assisting with any classroom or school activities involving direct contact with
  participating, or does not ordinarily participate in, the
  activity
- who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not
- who regularly assist in school activities, regardless of whether their own child is participating or not
- sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example school council or participating in sub-committees of school council, during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Gearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Point Cook P-9 College reserves the right to undertake suitability checks, including requiring proof of identity and WWC Gearance, at its discretion if considered necessary for any particular activities or circumstances.

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

## work is legally liable for:

- a claim for bodily injury to a third party
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This policy will be communicated to our school community in the following ways

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- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

Point Cook P-9 College policies and resources relevant to this policy include:

- Statement of Values and School Philosophy,
- Visitors Policy,
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