Volunteer Guidelines

Adopted 20 March 2014
Thank you for becoming a volunteer at St Cuthbert’s Catholic School. We hope you will find that being a volunteer is a rewarding activity that not only benefits your child but also the school and parish community.

Volunteering is not demanding. We appreciate that everyone is not able to contribute in the same ways, or may feel that they do not have the available time or skills to assist.

However, as a volunteer there are a number of ways to become involved in the school community. From formal involvement in the Advisory Board or the Parents & Friends Committee, helping out with a school barbecue or just pitching in at a working bee; there are many ways you can lend a hand.

The purpose of these guidelines is to provide a ready resource and guidance for undertaking activities and decision-making as a volunteer at St Cuthbert’s. This document has been prepared and endorsed through the Advisory Board to ensure that a safe and secure environment is maintained for both students as well as their families.

So thank you once again for making the commitment to assist us at St Cuthbert’s and we look forward to working with you in the future.

Elizabeth McDougall
(Principal)

Daniel Marr
(Advisory Board Chair)
Volunteers in Catholic Education

Volunteers, along with all employees in Catholic Education in Tasmania are bound by the policies and protocols of the Tasmanian Catholic Education Office (TCEO) which can be found on their website [http://www.catholic.tas.edu.au](http://www.catholic.tas.edu.au). These policies include the Volunteers in Tasmanian Catholic Education Policy, the Code of Conduct and the Workplace Health and Safety Policy. You should read and be familiar with the TCEO policies.

These guidelines have been developed consistent with these policies. Please direct any questions you may have to the Principal.

**How do I become a volunteer?**

Registering as a volunteer is easy. The School Office has a simple registration form which is required to be filled out with name and contact details.

All volunteers who may have direct contact with students are required to undergo a Police Check and screening for child protection purposes. This check will be organised and paid for by the School and volunteers will then be issued with an approved Volunteer’s Certificate, which lasts for 3 years. Given that this takes a number of weeks to come through, you are encouraged to register as early in the year as possible.

For one-off volunteer activities conducted out of hours with no contact with students, such as a working bee, registration forms will be available on the day and a Police Check is unnecessary.
**Workplace Health & Safety**

All volunteers, when undertaking an activity on behalf of the School, are classified as “workers” under the *Workplace Health and Safety Act 2012*. The School is required to hold insurance policies that cover volunteers in respect of liability claims from third parties, loss and injury, and for personal accidents.

As a volunteer at St Cuthbert’s, you are required to:

- act in a healthy and safe manner
- take reasonable care for your own health and safety
- dress appropriately for the activity being undertaken
- ensure your conduct does not compromise someone else’s safety
- co-operate with reasonable instructions with relation to safety
- report any accidents or unsafe situations or acts.

Above all, this means that you should only undertake volunteer activities that you feel comfortable and appropriately skilled to undertake. We value your help but value your health and safety as a priority.

**Induction & Sign-In Procedure**

In order to meet our workplace health and safety obligations, all volunteers are required to be inducted to ensure you are aware of and understand your responsibilities.

Prior to undertaking an activity on-site during school hours, you will be required to sign-in at the school office. You will then be issued with a volunteer’s identification which you are requested to wear while undertaking the activity then return and sign-out before you leave.
**Child Protection Responsibilities**

As a volunteer in a Catholic Education Facility, you must be aware of your mandatory reporting requirements under the *Children, Young Persons and their Families Act 1997*. All volunteers at St Cuthberts are deemed to be a ‘prescribed person’ under the Act.

This means that, if in the course of the volunteer work, you believe, suspect or know that a child is being abused or neglected, or is likely to be abused or neglected, then you must report the matter immediately to the Principal and/or Child Protection Services. All volunteers are encouraged to review their responsibilities; more information is available from the Department of Health and Human Services at [http://www.dhhs.tas.gov.au/children/child_protection_services](http://www.dhhs.tas.gov.au/children/child_protection_services).

As this is a very serious matter, you are encouraged to discuss any concerns you may have with the Principal.

**Smoking**

Smoking is banned at all times at St Cuthbert’s. This includes all buildings, vehicles and the school grounds and applies to all staff, volunteers and persons visiting these sites.

**Conflict of Interest**

Volunteers must not gain an advantage, nor should be seen to gain an advantage, by volunteering. Where a conflict of interest may arise, such when you (or a member of your family) may own or work for a business involved in a matter for consideration, you should exclude yourself from any debate and subsequent decision making on that matter.
**Purchasing & Money Handling**

Purchasing must be authorised by the Principal or resolution of an authorised committee, such as the Parents & Friends Association. In circumstances where a meeting of an authorised committee is unable to be organised in time, a majority agreement of executive officers of the committee would be sufficient.

It is important to remember that all purchases remain the property of the School and all transactions must follow general accounting principals and best practice. This includes ensuring that a tax invoice / official receipt is received for all purchases as the school, including all committees, are annually audited.

Best value for money should be the key criterion in determining purchasing arrangements, consistent TCEO’s *Fraud Control Policy*. Best value should be considered across the life of the product or asset, taking into consideration the intended use, durability and cost of maintenance of the product, rather than just the initial purchase price.

Long term relationships with established suppliers within the local community should also be supported where possible, provided best value is maintained.

In order to support School/Parish/Community relationships, the following prioritised criteria should be used after best value when undertaking purchases:

1. From businesses owned within the School community
2. From businesses located within the Parish and local community
3. From any other business.
Where food or drink is left over at the end of an event; if unopened, it can be sold at purchase cost or stored. If opened, or is perishable, it may be fairly distributed and taken home as it would need to be disposed of otherwise.

In order to protect the integrity of all volunteers, the following commonsense approach to collecting and handling money, arising from a volunteer event, should be adopted:

- Each event should be costed and reported on separately
- Reimbursement should only be undertaken for approved purchases where a tax invoice or receipt accompanies the claim
- Money should be collected by two people, where possible, and counted at the end of the event. Counting is to be undertaken by a minimum of two people, one of whom is an executive officer of the committee or a member of staff
- Money should be given to the Office staff for safe keeping as soon as practical, preferably immediately after counting it at the end of an event, prior to being deposited at the bank.

**Licensing & Permits**

Where alcohol is to be sold at a school event, which is not being held on a licenced premises, a Special Liquor Permit is required to be obtained from the Commissioner of Licensing.

A Special Permit may be applied for online and more information is available on Liquor and gaming section of the Department of Treasury and Finance’s website [http://www.treasury.tas.gov.au](http://www.treasury.tas.gov.au). If the alcohol is to be sold by a third party at a school event that you are organising, you should satisfy yourself that a suitable permit is held by the third party.

While the Responsible Serving of Alcohol training course is not required to sell alcohol at a school event, you are encouraged to
seek the assistance of people who have undertaken an approved training course and should:

- provide low-alcohol and non-alcoholic drinks as an alternative at the event
- provide snacks or food at the event
- refuse to serve alcohol to a person who appears to be intoxicated
- seek to assist anyone, who appears intoxicated at the event, to get home safely.

Any school event open to the general public which is selling food, likely to become unsafe if not kept under temperature control, is required to register as a temporary food stall from Clarence City Council.

This does not apply to a function, such as a barbecue, that is only for the School community. However, in all circumstances, proper food handling techniques should be followed. Council provides a free online training program to assist. Information on this and food stall registration is available from the Environmental Health section of Council’s website (http://www.ccc.tas.gov.au).

Public events held on school grounds, such as the school fair, are required to be licensed as a Special Event with Council. However, events confined to the School Hall are not, as the hall is already registered as a place of public entertainment.