

# Cheder Levi Yitzchok Volunteer Policy

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## 1. Rationale

At Cheder Levi Yitzchok, we recognise the vital role that parents and community members play in the care and education of our students. Through complementary roles, mutual support, and open communication, the partnership between home and school enriches the progress and experiences of our students.

Volunteers may be family members of students, or from the wider School or local community. Volunteers make a considerable contribution to the School community by giving their time and sharing their skills and expertise with others. The school will manage its volunteer program to make the best use of volunteer resources while protecting the safety and privacy of students, staff, and parents.

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## 2. Definitions

- **Child-connected work:** Work authorised by the school governing authority and performed by an adult in the school environment while children are present or reasonably expected to be present.
  - **Child-related work:** Work that usually involves direct contact (including in person, over the phone, written, and online communication) with a child as a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.
  - **Closely related family member:** Parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father-in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.
  - **Volunteer worker:** A volunteer school worker is a person who voluntarily engages in schoolwork or approved community work without payment or reward.
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## 3. Implementation

### 3.1 Categories of Volunteers

Cheder Levi Yitzchok recognises two categories of volunteers:

#### 1. Volunteers Engaged in Child-Related Work

- Volunteers in this category have direct contact with students and are integral to various school activities. This includes roles such as classroom

helpers, excursion assistants, camp supervisors, and other duties where interaction with children is a central part of their responsibilities.

- This category has two subcategories:

**Regular volunteers** are those who engage in child-related work for more than 10 days per calendar year. They are involved on a more consistent basis and their duties often require a deeper level of engagement with the students and school activities. The induction process for regular volunteers includes comprehensive training and they are subject to ongoing supervision to ensure the safety and wellbeing of students.

**Casual volunteers** assist with school activities for less than 10 days per calendar year. They participate in specific events or activities rather than a regular schedule. The supervision for casual volunteers is always direct, ensuring they are appropriately supervised by a staff member during their involvement with the children. Casual volunteers must read and acknowledge Child safety and wellbeing policy and the Child safe code of conduct.

## 2. Volunteers Engaged in Non-Child-Related Work

- Volunteers performing tasks where children are not present or would not reasonably be expected to be present, such as maintenance work during non-school hours, administrative tasks, or school events where students are under parental supervision.
- Volunteers who are themselves children are **not** engaged in child-connected work.

### 3.2 Requirements for Volunteers

Volunteers engaged in child-connected work will be supported to implement the school's Child Safety Policies to the extent they are applicable to their role and responsibility.

#### Monitoring and Supervision of Volunteers

Volunteers will be monitored to ensure that their behaviour towards children is safe and appropriate via regular child safety reviews. For a regular volunteer, the supervising staff member will have at least one discussion with the volunteer during the period of the volunteer work (and additional discussions, depending on the frequency of the volunteer's engagement at the School) to discuss and monitor their performance in relation to child safety and wellbeing (Appendix B).

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school policies and our legal obligations.

Volunteers that provide child-related tasks but are not regular volunteers, such as those engaged to assist in school productions, sports days, cooking sessions, uniform shop, and excursion supervision or other activities may be asked to undertake screening processes including proof of identity (where this has not already been established), and references addressing suitability for working with children. Casual Volunteers will be appropriately supervised by a staff member.

### **3.2.1 Regular Volunteers Engaged in Child-Related Work**

- Working with Children Check (WWCC): Must provide a current WWCC or Victorian Institute of Teaching (VIT) card to the Cheder to be verified and recorded. It is the volunteer's responsibility to notify the principal within seven days if an Interim Negative Notice or a Negative Notice is issued. Copies of WWCCs will be retained by the school.
- Identity Documents and References: Must provide the following documents that will be collected and recorded by Cheder Levi Yitzchok
  - 1) proof of the person's identity
  - 2) any professional or other qualifications
  - 3) the person's history of working with children
  - 4) references that address suitability for the job and working with children.
- Mandatory Training: Must complete mandatory Department of Education and Training (DET) child safety training prior to commencing volunteer work.
- Induction Program: Must undertake an induction program covering the Child Safe Standards, Child Safety and Wellbeing Policy, Child Safety Code of Conduct and other school policies and procedures related to Child Safety.
- Familiarisation with Policies: Volunteers will be provided access to the following policies. It is the responsibility of the volunteer to familiarise themselves with the following school policies and documents:
  1. Child Safety and Wellbeing Policy
  2. Child Safe Code of Conduct
  3. Student Child Safe Code of Conduct
  4. Complaints Policy for Adults
  5. Duty of Care Policy
  6. Privacy Policy

7. Restraint of Students Policy
8. Statement of Commitment to Child Safety
9. Mandatory Reporting to Child Protection Policy
10. Reportable Conduct Policy
11. Bullying and Harassment Policy

- **Acknowledgement:** Must acknowledge in writing that they have read and understood the school's policies listed above (See Appendix A).

### **3.2.2 Casual Volunteers Engaged in Child-Connected Activities**

- **Working with Children Check (WWCC):** Must hold a current WWCC, which Cheder Levi Yitzchok will verify and record prior to the commencement of any volunteer activities.
- **Policy Familiarisation and Acknowledgement:**
  1. Must read and sign an acknowledgement confirming understanding and agreement to adhere to the following school policies:
    - Child Safety and Wellbeing Policy
    - Child Safe Code of Conduct

### **3.2.3 Volunteers Engaged in Non-Child-Related Work**

- **Working with Children Check (WWCC):** Not required. Volunteers that are not engaged in child related work, and do not hold a current WWCC, will be accompanied and appropriately supervised by a staff member if there are children onsite.
- **Induction:** Will receive a briefing on relevant school policies and procedures applicable to their role.
- **Familiarisation with Policies:** Volunteers are responsible for familiarising themselves with relevant school policies, including:
  - Child Safety and Wellbeing Policy
  - Child Safe Code of Conduct
- **Acknowledgement:** Are required to acknowledge in writing that they have read and understood the relevant school policies.

### 3.2.4 Closely related family member

- A parent or closely related family member engaging in work as a volunteer in relation to an activity in which their child / relative is participating or ordinarily participates is exempt from a WWC check in respect of that activity.
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### 3.3 Conduct and Behaviour

- **Respect and Professionalism:** Volunteers are expected to behave respectfully towards the school environment and uphold the safety, privacy, and autonomy of students, staff, and parents.
  - **Child Safety Policies:** All volunteers must abide by the Child Safety and Wellbeing Policy and the Child Safe Code of Conduct at all times, both at school and off-site when working with children.
  - **Confidentiality:** Volunteers are required to maintain a professional, cooperative, and confidential working environment.
  - **Standards of Conduct:** Appropriate standards of conduct must be maintained at all times—this includes using suitable language, respecting personal space, and exercising care with any physical contact.
  - **Reporting Concerns:** Volunteers must immediately report any child safety concerns to the Principal, Head of School, or a Child Safety Officer to ensure appropriate action is taken.
  - **Complaints:** Volunteers wishing to file a complaint may refer to the school's **Complaints Policy**, available on the school's website or from the school office.
  - **Child Safety Training Record:** The Cheder will maintain a Child Safety Training Record for each regular volunteer engaged in child related work. The training record will include personal information, confirmation of child safety suitability checks and child safety training undertaken by the volunteer.
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### 3.4 Assistance with Activities

- Volunteers may be sought to assist with school excursions, events, and other educational activities.
- All volunteer activities must be authorised by the school and coordinated with appropriate staff members.

### 3.5 Sign-In Procedures

- All volunteers are required to follow the school's visitor sign-in and sign-out procedures prior to undertaking any activities.
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### 3.6 Termination of Services

- The Principal or Heads of School may, at their discretion, terminate any invitation to a person to assist as a volunteer.
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## 4. Privacy and Information-Sharing

- Volunteers must ensure that any student information they become aware of during their volunteer work is managed sensitively and in accordance with the school's **Privacy Policy**.
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## 5. Child safety reporting

- Volunteers must immediately report any child safety concerns to the Principal, Head of School, or a Child Safety Officer to ensure appropriate action.
  - Refer to the '**Child Safety Reporting Protocol**'
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## 6. Support for Volunteers who disclose harm or abuse

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff and Volunteers involved. The School assists impacted Staff and Volunteers to access necessary support by:

- Offering support to volunteers affected by the incident, which may include access to psychological resources, recognising the varying impacts such incidents can have.
- Engaging staff and volunteers involved in managing the incident in a debriefing session to discuss the handling of the incident and identify any potential improvements to policies or procedures.

- Appointing a number of Child Safety Officers, who can support Volunteers when responding to child safety issues and disclosures of abuse or other harm.

## **7. Personal Property loss or damage**

- The school is not responsible for any personal property loss or damage incurred by volunteers during their volunteer activities.
  - Volunteers are advised to take appropriate precautions to safeguard their personal belongings while on school premises or during school activities.
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## **8. Communication**

- This policy is available on the school's website and at the school office.
  - Any updates will be communicated to all staff and volunteers promptly.
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By volunteering at Cheder Levi Yitzchok, you contribute significantly to a safe and nurturing environment for our students. We thank you for your support and commitment.

## APPENDIX A

### Regular Volunteer Pre-authorization Requirements

<p>1. Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <b>NOTE:</b> You are not permitted to volunteer for child related work without providing a current WWCC.</p>	
<p>2. Provide relevant contact information: Does the school have this on file?  Mobile:..... Email.....</p>	
<p>3. I certify that I have read and understood the following policies and I understand the requirements thereof:</p> <ol style="list-style-type: none"> <li>1) <u>Child Safety and Wellbeing Policy</u></li> <li>2) <u>Child Safe Code of Conduct</u></li> <li>3) <u>Student Child Safe Code of Conduct</u></li> <li>4) <u>Complaints Policy for Adults</u></li> <li>5) <u>Duty of Care Policy</u></li> <li>6) <u>Privacy Policy</u></li> <li>7) <u>Restraint of Students Policy</u></li> <li>8) <u>Statement of Commitment to Child Safety</u></li> <li>9) <u>Mandatory Reporting to Child Protection Policy</u></li> <li>10) <u>Reportable Conduct Policy</u></li> <li>11) <u>Bullying and Harassment Policy</u></li> </ol>	
<p>4. I am aware of my reporting obligations under the Child Safe Standards and who I can speak to internally to for guidance and support in making a report required to behave in accordance with this Code of Conduct I understand that a failure to comply with the Cheder Child Safe Code of Conduct may result in disciplinary action; and if I observe a breach of the Cheder Child Safe Code of Conduct that I am required to report it to a member of staff, a Child Safety Officer, the Principal or a member of the School Advisory Board.</p>	
<p>5. Sign in &amp; out via the Electronic Visitor Register</p>	
<p>6. Wear Visitor / Volunteer lanyard visibly at all times.</p>	
<p>7. Promptly report to the supervising staff member. <b>DO NOT</b> attend any other area of the school without the knowledge of the supervising staff member.</p>	
<p>8. Follow all instructions provided by the supervising staff member.</p>	
<p>9. <b>DO NOT</b> speak aggressively or discipline students. Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</p>	
<p>10. Maintain confidentiality at all times.  <b>DO NOT</b> disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</p>	
<p>11. If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</p>	



<p><b>12. Volunteer Acknowledgement:</b></p> <p><b>I confirm that I have read and understand volunteering responsibilities at Cheder Levi Yitzchok and accept that the school can cease volunteering arrangements at any time.</b></p> <p><b>Name:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Signature:</b> _____</p>	
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**Casual & Non child-related Volunteer Pre-authorisation Requirements**

<ul style="list-style-type: none"> <li>• Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <b>NOTE:</b> You are not permitted to volunteer for child related work without providing a current WWCC.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide relevant contact information: Does the school have this on file?  Mobile:..... Email.....</li> </ul>	
<ul style="list-style-type: none"> <li>• I certify that I have read and understood the following policies and I understand the requirements thereof:               <ol style="list-style-type: none"> <li>1. <u>Child Safety and Wellbeing Policy</u></li> <li>2. <u>Child Safe Code of Conduct</u></li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• I am aware of my reporting obligations under the Child Safe Standards and who I can speak to internally to for guidance and support in making a report required to behave in accordance with this Code of Conduct I understand that a failure to comply with the Cheder Child Safe Code of Conduct may result in disciplinary action; and if I observe a breach of the Cheder Child Safe Code of Conduct that I am required to report it to a member of staff, a Child Safety Officer, the Principal or a member of the School Advisory Board.</li> </ul>	
<ul style="list-style-type: none"> <li>• Sign in &amp; out via the Electronic Visitor Register</li> </ul>	
<ul style="list-style-type: none"> <li>• Wear Visitor / Volunteer lanyard visibly at all times.</li> </ul>	
<ul style="list-style-type: none"> <li>• Promptly report to the supervising staff member. <b>DO NOT</b> attend any other area of the school without the knowledge of the supervising staff member.</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow all instructions provided by the supervising staff member.</li> </ul>	
<ul style="list-style-type: none"> <li>• Never work in isolation with a student. The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.</li> </ul>	



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<ul style="list-style-type: none"><li>• <b>DO NOT</b> speak aggressively or discipline students. Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</li></ul>	
<ul style="list-style-type: none"><li>• Maintain confidentiality at all times.  <b>DO NOT</b> disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</li></ul>	
<ul style="list-style-type: none"><li>• If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</li></ul>	
<ul style="list-style-type: none"><li>• <b>Volunteer Acknowledgement:</b>  <b>I confirm that I have read and understand volunteering responsibilities at Cheder Levi Yitzchok and accept that the school can cease volunteering arrangements at any time.</b>  Name: _____  Date: _____  Signature: _____</li></ul>	

## APPENDIX B

### Template to record child safety review discussion with volunteer

#### Cheder Levi Yitzchok Child Safety Review Discussion Template

Volunteer Name: \_\_\_\_\_ Volunteer Role:

\_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer Name (Supervising Staff Member): \_\_\_\_\_ Next

Scheduled Review: \_\_\_\_\_

#### 1. Introduction

Welcome and introduction to the purpose of the review, focusing on ensuring the safety and wellbeing of students at Cheder.

#### 2. Review of Child Safety Understanding

- Overview of Relevant Policies:
  - Child Safety and Wellbeing Policy
  - Child Safe Code of Conduct
  - Privacy Policy
- Questions/Discussion:
  - What are your understandings of these policies?
  - How do you implement these policies in your volunteer activities?

#### 3. Discussion of Role-Specific Responsibilities

- Activities and Interactions with Students:
  - Detail any typical or planned activities involving direct or indirect contact with students.
- Compliance with Safety Protocols:
  - Discuss adherence to child safety protocols during past activities.
  - Are there any challenges you face in maintaining these standards?

#### 4. Incident Reporting Familiarity

- Process Clarification:
  - Review the steps for incident reporting.

- Discuss any incidents reported (if applicable).
- Questions/Discussion:
  - How comfortable are you with the reporting process?
  - Do you feel you have enough support from staff when an incident arises?

#### 5. Feedback from Volunteer

- Experiences and Observations:
  - Invite the volunteer to share their experiences and any observations related to child safety.
- Improvement Suggestions:
  - Ask for suggestions on how child safety practices might be improved in their perspective.

#### 6. Reviewer Feedback

- Performance and Impact:
  - Provide feedback on the volunteer's performance regarding child safety.
  - Highlight any positive impacts or areas for improvement.

#### 7. Action Plan

- Future Goals:
  - Set goals or objectives for the next review period.
- Support Needed:
  - Identify any additional training or resources needed by the volunteer to perform their duties safely and effectively.

#### 8. Conclusion

- Recap and Affirm Commitment to Safety:
  - Summarize the discussion points.
  - Reaffirm both parties' commitment to upholding child safety at Cheder.

Volunteer's Signature: \_\_\_\_\_ Reviewer's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

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<b>Endorsed by:</b>	Mendel Cohen, Jacqui Schranz
<b>Ratified by:</b>	School Advisory Board
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