

VHKA

Staff and Volunteer Policy



Help for non-English speakers

If you need help to understand this policy, please contact wade.ho@vhka.org.au

Purpose

Our Staff and Volunteer Policy sets out:

- the expected behaviour of staff and volunteers with children and young people who receive our services and/or attend to our facilities.
- processed that VHKA will follow to recruit, screen, supervise and manage staff and volunteers to provide a child safe environment, and to explain the legal rights of our staff and volunteer

The Staff and Volunteer Policy applies to all physical and online environments used by children.

Scope

This policy applies to the recruitment, screening, supervision and management of all staff who are employed, or volunteers who are enrolled, by VHKA to provide services for VHKA-run activities and events and/or work at VHKA's facilities or other facilities provided by VHKA's contracted external third-party.

Policy

VHKA is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. VHKA also recognises the valuable contribution that staff and volunteers provide to our community and the work that we do the values contribution.

The procedures set out below are designed to ensure that VHKA's staff and volunteers are suitable to work with children and are well-placed to make a positive contribution to our organisation.

Becoming a volunteer

Any persons who would like to volunteer are encouraged to contact the Committee to be directed to the relevant program organiser.

At times VHKA will ask for staff and volunteers for specific events, and the process for application and relevant program organiser will be communicated via our communication channels such as email, telephone, VHKA's website and social media pages.

Suitability checks including Working With Children Checks

Working with Children

VHKA values staff and volunteers that assist. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, VHKA is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that VHKA is a child safe environment, we will require staff and volunteers to obtain a WWC Check and produce their valid card to the Committee when signing in for verification in the following circumstances:

- Staff and volunteers who are not parent/family members of any children who receive our services and/or attend our facilities are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- Parent/family staff and volunteers who are assisting with any activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity.
- Parent/family staff and volunteers who regularly assist in VHKA-run events and activities, regardless of whether their own child is participating or not.
- Parent/Committee members of VHKA, regardless of whether their own child is participating VHKA's activities and events or not.

In addition, depending on the nature of the volunteer work, VHKA 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.

Non child-related work

On some occasions, parents and other members of the community may volunteer to do work that is not child related. Staff and volunteers for this type of work are not required to have Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, VHKA reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the Chairman (or his/her nominee). This will include the requirement to follow VHKA's policies, including, but not limited to our Child Safety and Wellbeing Policy, and other policies and procedures in effect. Volunteer workers will also be expected to act consistently with VHKA's training policies, to the extent that they apply to volunteer workers.

The Chairman has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at VHKA.

VHKA will provide any appropriate induction and/or training for all volunteer workers. The Chairman (or his/her nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All staff and volunteers will be provided induction in relation to VHKA's child safety practices, including reporting obligations and procedures. VHKA has a Child Safety Reporting Obligations Policy which all staff and volunteers should be aware of.

Staff and volunteers will be provided with relevant induction and training.

The Chairman (or his/her nominee) will determine what supervision, if any, of staff and volunteers is required for the type of work being performed.

Compensation

Personal injury

Staff and Volunteers are covered by our public liability insurance policy if they suffer personal injury in the course of engaging in VHKA-run activities and events and/or working at VHKA's facilities.

Property damage

If a staff or volunteer worker suffers damage to their property in the course of carrying out services for the benefit of VHKA's activities and events and/or working at VHKA's facilities, our public liability insurance policy may cover such compensation as prescribed. Claims of this nature should be directed to the Chairman.

Public liability insurance

Our public liability insurance policy applies when a volunteer worker engaged in our activities and events is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

Related policies and procedures

- Child Safety and Wellbeing Policy
- Child Safety Reporting Obligations Policy
- Child Safety Code of Conduct
- Child Safe Risk Management
- Complaints Policy
- Privacy Policy

Approval and review

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Endorsed by	VHKA's committee
Endorsed on	14 August 2022
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