Version 1 – August 2022

**Volunteers Policy**

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## Help for non-English speakers

If you need help to understand the information in this policy, please contact your local Rotary or Rotaract club.

## Purpose

To outline the processes that Rotary International District 9820 (the district), and all Rotary and Rotaract Clubs within the district will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

## Scope

This policy applies to the recruitment, screening, supervision, and management of all people who volunteer for our clubs and district.

## Definitions

*Child-connected work*: work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises 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 that is 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 worker is a person who voluntarily engages community work without payment or reward. This person is not a Rotary or Rotaract member within the district.

## Policy

The district and our clubs are committed to implementing and following practices which protect the safety and wellbeing of children and young people, and our members and volunteers. We recognise the valuable contribution that volunteers provide to our community and the work that we do.

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

### Suitability checks including Working with Children Clearances

#### Working with children and young people

We value the many volunteers that assist with our programs with children and young people. To ensure that we are meeting our legal obligations under the *Worker Screening* *Act* and the Child Safe Standards, the district and our clubs are required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance, completion of the Rotary Youth Volunteer Information and Declaration Form including checking the references provided therein.

Additionally, suitability checks may also be required depending on the volunteer role, such as completion of reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that we are a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to program organisers or Club Protection Officers for verification in the following circumstances:

* **Volunteers who are not parent/family members** of any child or young person participating in a program if they are engaged in child-related work regardless of whether they are being supervised.
* **Parent/family 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** **volunteers** who assist with programs, regardless of whether their own child is participating or not.
* **Parent/family volunteers** who regularly assist in programs, regardless of whether their own child is participating or not

In addition, depending on the nature of the volunteer work, we may ask the volunteer to provide other suitability checks at our 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 school community may volunteer to do work that is not child-related, 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 Clearances or other suitability checks as they are not engaged in child-related work and children and young people are not generally present during these activities. However, we reserve the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at our discretion if considered necessary for any particular activities or circumstances.

### Training and induction

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

To support us to maintain a child safe environment, before engaging in any work where children and young people are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering with us.

Depending on the nature and responsibilities of their role, we may also require volunteers to complete additional child safety training.

### Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the district and/or club(s) (or their nominee). This will include the requirement to follow our policies, including, but not limited to our Child Safety and Wellbeing Policy, our Code of Conduct and our commitment to diversity, equity, and inclusion.

The club president and/or district governor (or their nominee) will determine the level of supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of children and young people.

The club president and/or district governor (or their nominee) 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 with us.

### Privacy and information-sharing

Volunteers must ensure that any information they become aware of because of their volunteer work is managed sensitively and in accordance with our [privacy policy](https://rotary9820.org.au/privacy-policy).

Under these policies, information can and should be shared with relevant Rotary and/or Rotaract members to:

* support a child or young person’s education, wellbeing, and health.
* reduce the risk of reasonably foreseeable harm to the child or young person, other children or young people, Rotary and Rotaract members or visitors.
* make reasonable adjustments to accommodate disability; or
* provide a safe and secure environment.

Volunteers must immediately report any child safety concerns that they become aware of to a Rotary or Rotaract member to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of Rotary such as to Victoria Police or the Department of Fairness, Families and Housing. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures.*

### Compensation

#### Personal injury

Volunteer workers are covered by the Rotary Australia national insurance program if they suffer personal injury in the course of engaging in Rotary work.

#### Property damage

If a volunteer worker suffers damage to their property in the course of carrying out Rotary work, the club president and/or district governor (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the club president and/or district governor who will direct them to the district governance committee.

#### Public liability insurance

The Rotary Australia national insurance program’s public liability insurance policy applies when a volunteer worker engaged in work is legally liable for:

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

## Communication

This policy will be communicated to our community in the following ways:

* Available publicly on our district’s website.
* Included in induction processes for relevant personnel.
* Included as a link in all invitations to prospective volunteers.

## Related policies and resources

The following policies are also relevant to this policy:

* Child Safety and Wellbeing Policy.
* Child Safety Responding and Reporting policies and procedures.
* Code of Conduct
* Complaints Policy
* [Commitment to Diversity, Equity, and Inclusion](http://rotary.org/dei)
* [Privacy policy](https://rotary9820.org.au/privacy-policy)
* [Rotary International’s governance documents](https://my.rotary.org/en/learning-reference/about-rotary/governance-documents), including Rotary Code of Policies, Manual of Procedure and Rotary’s constitutional documents.

## District Governor & D9820 Board Chair

## Policy review and approval

|  |  |
| --- | --- |
| Policy last reviewed | 15th August 2022 |
| Consultation | For Future Review |
| Approved by | District 9820 Board – 22nd Sept 2022 |
| Next scheduled review date | 22nd September 2024 |

# Appendix 1: Child Safety Induction Pack

## Purpose

Thank you for your interest in volunteering with Rotary and/or Rotaract. The purpose of this induction pack is to ensure volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of children and young people participating in our programs.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children and young people are likely to be present.

## Key messages

* Rotary International district 9820 and our clubs are committed to the safety and wellbeing of all children and young people. We want children and young people attending our programs to be safe, happy, and respected.
* We are committed to creating inclusive environment where diversity is supported, and children and young people feel safe to bring their whole selves to our programs.
* Allegations and concerns relating to the safety and wellbeing of our participants will be treated very seriously and consistently with our policies and procedures.
* We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
* Everyone has a role to ensure children and young people are safe – if something doesn’t feel right, speak up. If you have any concerns about any inappropriate behaviours in the program, you should speak to the program organiser. If this would not be appropriate in the circumstances, you can contact the district protection officer at [protection@rotary9820.org.au](mailto:protection@rotary9820.org.au).

## Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the program organisers who will happily provide you with one.

* Child Safety and Wellbeing Policy
* Code of Conduct
* Volunteers Policy
* [Commitment to Diversity, Equity, and Inclusion](http://rotary.org/dei)

## Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the district protection officer with any comments or questions.