



# Tanglin Gippsland Volunteers Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

## 1 Overview

- 1.1 Volunteering is an important and practical expression of partnership within the life of Tanglin and the broader community. Volunteering creates opportunities for adults to engage with, encourage, teach and support Tanglin staff and students.
- 1.2 The development of volunteer relationships that can serve to enrich campus programs and advance Tanglin’s vision and mission is welcomed and encouraged.
- 1.3 There are many areas within Tanglin where voluntary assistance richly enhances the campus and enables Tanglin to provide a quality service. Such assistance is highly valued and appreciated.

## 2 Definitions

- 2.1 *Volunteers* refer to those workers approved by Tanglin to assist with the program without remuneration or other financial gain. Such volunteers may be members of the Tanglin community and/or wider community, subject to the conditions detailed within this policy.
- 2.2 Note, people visiting the campus on a “once off” basis, whose contribution is occasional and incidental, to speak to classes or in other ways contribute to the program under direct supervision are regarded as visitors rather than volunteers (see Visitors Policy).
- 2.3 *Remuneration* refers to payment for goods or services, or reward for employment in the form of pay, salary or wages. It does not include reimbursement of expenses (where appropriate prior approval has been obtained); the giving of moderate gifts of appreciation; or the provision of transport, accommodation and food (for example, for participation in camps and excursions). It also does not include the payment of an approved honorarium in certain instances.

## 3 Details

- 3.1 All volunteers must understand Tanglin’s foundations and its impact on the campus and its community to ensure their intended contribution is consistent with its mission and vision.
- 3.2 While not receiving remuneration for services rendered, volunteers shall be regarded by the Tanglin as workers and a primary duty of care is therefore owed to them in the same way as for paid staff members. Such duty of care is reflected in government legislation (for example, in relation to Child Safety, mandatory reporting, occupational health & safety and equal opportunity & discrimination) and in various Tanglin policies.

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- 3.3 Volunteers shall have a right to:
- receive respect, cooperation and support from fellow workers
  - receive recognition and feedback from supervising staff members
  - be assigned suitable projects, tasks or jobs
  - decline to perform tasks that they feel unable to do or would rather not do
  - be provided with sufficient information and instruction to perform their duties adequately and safely.
- 3.4 Volunteers are expected to uphold the same standards of conduct as paid staff members and to abide by relevant Tanglin policies. Volunteers are expected to:
- abide by all relevant legislation and regulations
  - follow directions and instructions given by staff members
  - comply with all Tanglin policies, procedures and rules as distributed and/or explained to them
  - undertake any training, orientation or induction as required by Tanglin.
- 3.5 Volunteers must cooperate with Tanglin’s efforts to comply with its legal and ethical duties in providing a healthy and safe workplace and learning environment. They are encouraged to report any Child Safety related matter, take care to prevent injuries to themselves and others, to report work-related illness or injury; to report situations they believe may constitute a risk or danger; and to share information and ideas about risks and how to control them.
- 3.6 Tanglin, through the Head of Campus (or his/her delegates), reserves the right to refuse a volunteer or to cease using the services of a volunteer. Such action may apply if at any time a volunteer’s actions or presence is deemed to interfere, or to be likely to interfere, with the positive and productive functioning of any aspect of the campus or its programs.
- 3.7 All volunteers must complete the volunteer application and induction process
- 3.7.1 The application and induction process includes, but is not limited to, Child Safety Training, OHS training, production of a current Police Criminal Records Check, Working with Children Check (WWCC), and reading of this policy and other policies as directed.
- 3.7.2 All volunteers (including current parents, past parents, past students and members of the wider community) shall be approved by a member of the Leadership Team.
- 3.7.3 The Head of Campus and supervising staff members are responsible for ensuring volunteers are screened and providing appropriate documentation (as per this policy) and monitoring compliance with all aspects of this policy.
- 3.7.4 Copies of related paperwork shall be kept on file.
- 3.8 All volunteers aged 18 years and older must hold a valid Working with Children Check (WWCC) (other than as per item 3.9 below). The WWCC should nominate Tanglin as a voluntary organisation.
- 3.9 Where the applicant does not have a valid Working With Children Check card but is a teacher registered with the VIT, or is a serving officer with Victoria Police or the Australian Federal Police, they will be required to complete the volunteer application process but evidence of

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currency in the form of a VIT card or police identification (sighted and photocopied), must be attached to the Volunteer Application form.

- 3.10 Copies of Police Criminal Records Checks and evidence of Working with Children Checks should be kept in a file in the administration office.
- 3.11 Before engaging any volunteer, staff organising the event or activity, shall check to ensure all appropriate accreditation is valid and current. All volunteers shall be assigned to a staff who will act as their direct supervisor and shall ensure that the volunteer is provided with all reasonable support, information and instruction as required.
- 3.12 Volunteers working on the campus must sign in and out as required and shall wear a volunteer's badge, lanyard or other agreed designation each day.
- 3.13 Volunteers shall be restricted from access to confidential student and employee information except where unavoidable to comply with legislation or policies and procedures (for example, where access to student medical details while on camp is necessary). Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- 3.14 Work experience students and tertiary student teachers on placement, where approved to work at Tanglin, shall be regarded as volunteers and shall be subject to the provisions of this policy.

#### **4 Related Tanglin Gippsland Policies**

- Child Safety and Wellbeing Policy
- Visitors Policy

#### **5 Policy Review**

- 5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin's Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 5.2 Any significant changes to this policy must be approved by the Board.

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