

# VOLUNTEER POLICY

## PREAMBLE

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

Victory Christian College aims to spread and strengthen the teaching of the Christian religion, as articulated in this Statement of Faith, the maintenance of the doctrines upon which that religion rests, and the observances that promote and manifest that religion. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of Victory Christian College can impact detrimentally on:

- (a) the ability of Victory Christian College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- (b) its ability to maintain its religious ethos; and
- (c) its ability to model a Christian standard of conduct to each individual student and to the student body.

The use of Victory Christian College facilities or property in a manner that is inconsistent with its religious doctrines, tenets, beliefs or teachings can have the same impact. Such conduct can remove the ability of the Victory Christian College to act in conformity with its doctrines, tenets, beliefs or teachings and can incur injury to the religious susceptibility of adherents of its religion. This Policy shall be read consistently with this understanding.

## INTERPRETATION

All Victory Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. The College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice. It is the volunteer's responsibility to read these documents and understand the expectations regarding behaviour for everyone who works in the College community. It is also the volunteer's responsibility to read supplemented or varied versions of these documents as are notified to them as soon as reasonably practicable after such notification. Volunteers are to fully support the College in ensuring compliance with these documents.

If any part of this Policy, or part thereof, is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

- a) severed from this Policy; or
- b) read down,

in the manner that best achieves the purposes of the College without illegality, and the remaining provisions of this Policy shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in which event the College may update, amend, innovate, supplement, vary or replace this Policy by the provision of notice to volunteers.

Nothing in this Policy should be taken to limit the circumstances in respect of which the College may refuse the appointment of a prospective volunteer or remove a volunteer from appointment.

## CHRISTIAN ETHOS OF THE COLLEGE

Victory Christian College will conduct the College, including the delivery of the College curriculum, co-curriculum and public events, in a manner that is consistent with the Statement of Faith and the Christian beliefs and ethos of the College more generally.

Volunteers are required to acknowledge that, in the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College (including as outlined in the Statement of Faith), including on the part of volunteers, staff or student body, can impact detrimentally on the College's ability to be conducted in accordance with its religious doctrines, beliefs or principles. Conduct that is inconsistent with the Christian beliefs of the College, including on the part of volunteers, staff or student body, can impact detrimentally on its ability to maintain its religious ethos and on its ability to model a Christian standard of conduct to the student body. Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

Volunteers are required to support the College's efforts to ensure that it:

- i. is conducted in accordance with its religious doctrines, beliefs or principles,
- i. maintains its religious ethos; and
- ii. models a Christian standard of conduct to the student body.

The ethos and objectives of the College are based on the Statement of Faith. In line with these foundational principles, the College aims to provide an education of high academic technical standards that:

- i. Fosters self-discipline in the student while teaching the student to accept the discipline of the church, which is the Body of Christ, to be obedient to their parents and to obey the laws of the Government;
- ii. Caters for the individuality of the student and stresses the function of the student as a member of the Body of Christ and of the community;
- iii. Trains the student in the moral and ethical standards of the Bible as interpreted in the teaching of the New Testament and assists them to acquire a Biblical world and life view and to appreciate the rights of others to hold different views;
- iv. Develops the student's creative and critical abilities; and
- v. Stresses co-operation rather than competition and fosters the development of the gifts, skills and abilities of the student for the service of Jesus Christ in the Body of Christ and the community.

Volunteers are required to carry out their activities in a way that is consistent with the ethos and objectives of the College.

## INTRODUCTION

Victory Christian College (VCC) is committed to implementing and following practices that protect the safety and wellbeing of children, staff and volunteers. Our College is enriched through volunteer contributions, and we acknowledge how valuable this engagement is to our students' learning experiences and social development.

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

## SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our College. It does not apply to other services that operate on the Victory site, such as Victory Church, TheirCare Outside School Hours Care or community groups that lease VCC's gymnasium.

## AIMS

- To outline the processes that Victory Christian College will follow to recruit, screen, supervise and manage volunteers.
- To provide a child-safe environment for all children and young people at Victory Christian College.
- To explain the legal rights of volunteers.

## DEFINITIONS

The following definitions are provided in *Ministerial Order 1359* and the *Worker Screening Act 2020*.

**Child-connected work:** work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**Child-related work:** As defined by the *Worker Screening Act 2020*, child-related work is 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 direct 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.

**Confidential Information** includes, but is not limited to:

- a) information about the affairs, processes, dealings, finances, budgets, forecasts, assets, intellectual property, structure, organisation and personnel, including students, parents and employees, of the College;
- b) this Code of Conduct and Annexures thereto and other documents provided by the College to volunteers; and
- c) Policies and Procedures of the College.

**The College** - means Victory Christian College Incorporated

**Policies and Procedures of The College** includes policies, procedures, guidelines, handbooks, codes of conduct and other documents adopted by Victory Christian College Incorporated and notified to volunteers (including as amended, innovated, supplemented, varied or replaced from time to time).

**School work:** School work means:

- Carrying out the functions of a School Council [*i.e. Victory Christian College Board.*]
- Any activity carried out for the welfare of a school, by the College Board, any parents' club or association or any other body organised to promote the welfare of the school.
- Any activity carried out for the welfare of the school at the request of the Principal or School Council [*i.e. Victory Christian College Board.*]
- Providing assistance in the work of any school.

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

**Statement of Faith** means the Statement of Faith of Victory Christian College at Appendix Two and as updated, amended, innovated, supplemented, varied, or replaced from time to time and other matters notified to the volunteer that are relevant to Christian doctrine.

**Volunteer worker:** A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

## IMPLEMENTATION

### Volunteer Hours and Fee Reduction

Volunteer participation is welcomed and celebrated at Victory Christian College. Research suggests that students feel supported in their learning and have better outcomes when parents and caregivers are actively involved in their learning.

To show how much the College values volunteer time, approved volunteer hours will be credited off accounts. The Fee Policy and Schedule, which is reviewed annually, defines the number of hours a family can claim towards fee reduction. The time involvement for 2024 is set at 10 hours per annum from each family, at a set rate of \$25.00 per hour; a maximum of \$250. For more information regarding the volunteer hours fee reduction process, see the Fee Policy and Schedule 2024.

### Becoming a Volunteer

Members of our College community who would like to volunteer are encouraged to register their interest at the beginning of the school year.

Key information is then captured through a digital form, including Working with Children Check (WWWC) numbers.

All volunteers must complete an induction program which includes:

- VCC's Child Safety Code of Conduct and Child Safety and Wellbeing Policy
- An overview of confidentiality requirements
- A description of the sign-in and sign-out procedures for volunteers
- Emergency procedures
- First-aid information

All volunteers are required to read and return a signed copy of the Volunteer Code of Conduct at Appendix 1 prior to being appointed.

Upon receipt of a completed application form, the aforementioned induction material, and signed acknowledgement of the Volunteer Code of Conduct, the College will, at its absolute discretion, accept an application and proceed to register the appointment. The College will maintain a register of all volunteer appointments.

The College has discretion to refuse to register a volunteer or to refuse to receive any future voluntary services from a volunteer for any reason.

## Suitability Checks

Victory Christian College values the many volunteers that assist in our classrooms, with sporting events, camps and excursions, and other events and programs. To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Victory Christian College is required to undertake suitability checks which will involve asking for:

- Evidence of a WWCC clearance
- Proof of identity
- Referees
- Qualification and work history.

All information provided will be stored in accordance with VCC's Privacy Policy.

All volunteers at Victory Christian College must have a current WWCC in order to complete child-related work. This means that people who could have a legal exemption (parents volunteering in an activity with their child, and/or people closely related to all the children they are undertaking the activity with) are still required by the College to have a WWCC. This allows VCC to have consistent checks whenever possible and protects children in the event that volunteer circumstances change.

For example, a person may initially volunteer to read in the Primary classrooms with their child but later offer to go on a camp. In the first instance, they could have a legal exemption but in the second instance, they could not. Having the same level of checks for all volunteers ensures any person doing volunteer work within the College has the same clearance.

There are some exemptions to WWCC clearance such as:

- People under the age of 18 (as they are not old enough to gain this clearance).
- A student who is 18 or 19 years old volunteering or on placement which has been organised by their educational institution (although VCC would request WWCC if possible).
- VIT registered teachers and Police officers (their checks are the equivalent to WWCC).

Where prospective volunteers are required under the law to have a WWCC Clearance, the Principal has the discretion to accept evidence of a WWCC application in order to commence volunteer work - provided that the volunteer produces the College with evidence of the application outcome (clearance or exclusion) as soon as practicable after they receive it.

Volunteers must also ensure they have linked their WWCC to Victory Christian College.

Further information regarding suitability checks can be found in the Screening Checks Procedure for Working with Children document.

## Signing-In and Identification

### On-Site Activities

- All visitors, including regular volunteers, must sign in at Reception on arrival and present their Working with Children Card to reception staff.
- They are required to provide their details and a photo of themselves from that day. The photo is a vital step so we can easily locate them in an evacuation or emergency.
- Volunteers will then be issued an identification (ID) label.
- When they leave, volunteers must also sign out. This can be done by scanning their ID label on the Reception iPad.

### Off-site Activities

- When volunteering at an off-site activity such as a sporting event, excursion or camp, volunteers must check in with event organisers at the beginning and end of their volunteer work.
- Volunteers at offsite activities will have a label issued to them so they are easily recognised at the event.

## Management and Supervision

Volunteer workers will be expected to comply with any reasonable direction of the Principal (or their nominee). This will include the requirement to follow VCC's policies, including, but not limited to the Parent Code of Conduct, Child Safety and Wellbeing Policy, Child Safety Code of Conduct and Child Protection policies (see list at the end of this policy).

The Principal (or their nominee) will determine the level of College staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The Principal 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 Victory.

## Privacy and Information-Sharing

Volunteers, in the course of their duties, may have access to confidential information about the College and about its students, parents and employees. Confidentiality refers to the ethical obligation to conceal information obtained through a professional relationship (Jacob & Hartshorne, 2007).

When entering the classroom, it is important that helpers respect the privacy of all staff, students and their families by maintaining confidentiality. Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with VCC's Privacy Policy, and Child Safety and Child Protection policies.

Under these policies, student information can and should be shared with relevant College staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the College such as to Victoria Police. For further information on child safety responding and reporting obligations refer to the Child Protection: Mandatory Reporting Policy and the Child Safety Code of Conduct.

## Use of Technology

Volunteers should carry their mobile phones when completing volunteer work for emergency purposes. In the course of their work, volunteers are not permitted to:

- Use mobile phones during class time for personal use (as is the case for staff and students).
- Photograph or video a child in a school environment except in accordance with college policy (i.e. ICT and Internet Acceptable Use Policy) or where required for duty of care purposes.

## Ongoing Training

Volunteers must complete annual child safety training to maintain their volunteer status at the College. In their first year, this training is included as part of the volunteer induction process.

## RELEVANT RESOURCES AND LEGISLATION

- Education and Training Reform Act 2006
- Jacob, S., & Hartshorne, T. S. (2007). *Ethics and law for school psychologists* (5th ed.). John Wiley & Sons, Inc.
- Ministerial Order 1359
- Worker Screening Act 2020 (Vic)
- [Working With Children Suitability Check Flowchart for Schools](#)

## RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Camps and Excursions Policy
- Child Protection: Failure to Disclose Policy
- Child Protection: Failure to Protect Policy
- Child Protection: Grooming Policy
- Child Protection: Mandatory Reporting Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Enrolment Policy
- Fee Policy and Schedule 2023
- ICT and Internet Acceptable Use Policy
- Privacy Policy
- Screening Checks Procedure for Working with Children
- Statement of Faith
- Swimming Policy

## APPENDICES

1. Volunteer Code of Conduct
2. Statement of Faith

## APPENDIX 1: VOLUNTEER CODE OF CONDUCT

*Victory Christian College is dedicated to advancing the Christian religion through the provision of education and religious instruction. In the context of Christian schooling, 'it takes a village to raise a child' and 'faith is caught, not taught'. For the purposes of upholding the Christian ethos of our schools, it is an inherent requirement of available volunteer roles that applicants affirm, uphold, and act in a manner consistent with the religious beliefs of Victory Christian College, as articulated in the Victory Christian College Statement of Faith.*

*It is an inherent requirement of available volunteer roles that applicants are able to practice and deliver religious education in accordance with the Victory Christian College Statement of Faith, including by leading or otherwise assisting in the conduct of religious services and otherwise engaging in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow volunteers, staff, or students.*

As a volunteer, I understand the requirements of the College and the role(s) I will be undertaking:

1. I have a current Working with Children Check (WWWC) number, and have provided this to the College.
2. I acknowledge that it is an inherent requirement of this role that I affirm, uphold, and act in a manner consistent with the religious beliefs of the College, as articulated in the Victory Christian College Statement of Faith. I will affirm, uphold, and act in a manner consistent with the religious beliefs of the College, including as articulated in the Victory Christian College Statement of Faith.
3. I acknowledge that it is an inherent requirement of this role to deliver religious education, leading or otherwise assisting in the conduct of religious services or otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies). I will faithfully perform such duties as required.
4. I acknowledge that, in the context of Christian schooling:
  - i. conduct that is inconsistent with the Christian beliefs of the College (including as articulated in the Statement of Faith) can impact detrimentally on the College's ability to be conducted in accordance with its religious doctrines, beliefs or principles;
  - ii. conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on its ability to maintain its religious ethos and on its ability to model a Christian standard of conduct to the student body;
  - iii. such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion; and
  - iv. such conduct may also be prejudicial to the interests or reputation of the College.
5. I will support the College to conduct its operations in accordance with its religious beliefs, including those articulated in the Victory Christian College Statement of Faith.
6. I will undertake to be involved in the life of the College and carry out specific activities that further the religious ethos of the of the College at the request of the school.
7. I acknowledge that Victory Christian College may update, amend, innovate, supplement, vary or replace its codes, policies, procedures or handbooks, or any other requirement communicated in writing, at any time by the provision of notice in writing (including by email). The change will take effect from the date specified as the effective date of change on the notice.
8. I will interact in a civil manner with staff, students and other parents at all times, whether that interaction be written or spoken.
9. I will ensure that my written and spoken communication to anyone in the school community is courteous and respectful.
10. I will not raise my voice or get involved in verbal or online altercations with a parent or child under any circumstances.
11. I will advise the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
12. Where relevant, I will provide relevant medical information about my child to the College i.e. Anaphylaxis, Asthma and Diabetes Action Plans.
13. I will ensure that the College is a child safe environment.



14. I will not use social media in a way that mentions the College, its staff, or any members of the College community in a negative or defamatory way.
15. I will respect the privacy of students, parents, staff, contractors and volunteers in the College community.
16. I will not take any photo or video footage, or post any photos or video footage on social media, of students, staff or parents in accordance with College Policy.
17. I will behave lawfully on the school grounds and observing the terms of any order, obligation or undertaking they may be subject to.
18. I will keep Confidential Information secure and confidential at all times, and only disclose Confidential Information:
  - i. to Board members, employees, other volunteers, or contractors of the College on a need to know basis;
  - ii. to any other persons, with the written consent of the College first had (which may be subject to such conditions as are imposed by the College); or
  - iii. as otherwise required by law.
19. I acknowledge that the College has discretion to refuse to register a volunteer or to refuse to receive any future voluntary services from a volunteer for any reason.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## **APPENDIX 2: STATEMENT OF FAITH**

### **1. Introduction**

- 1.1** Education, at its heart, is about exploring, discovering and embracing truth. Not only must the College impart knowledge, but teachers are called to enlighten knowledge with wisdom to help their students understand the world they live in and their purpose in it. (Psalm 19)
- 1.2** We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ. (Genesis 3, 2 Corinthians 5:19)
- 1.3** The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations. (Psalm 139:1-18)

### **2. The Bible**

- 2.1** The whole Bible is uniquely inspired by God and is therefore wholly trustworthy and of supreme and final authority in faith and life. (2 Timothy 3:16-17, 2 Peter 1:21).
- 2.2** We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people. (Deuteronomy 10:12-13, Psalm 119:105, Mark 1:15; John 20:31, Romans 12:1-2)
- 2.3** The character and attributes of God; His everlasting power and divinity are shown in the created universe which is consistent with the specific teachings of the Scriptures. (Psalm 19:1, Romans 1:20)

### **3. The Gospel**

- 3.1** The Church is the company of all believers who have received new life through faith in Christ, formed by His Spirit into one body, of which Christ is the Head. The Church is commanded by Jesus to make disciples in all nations. (Ephesians 3: 4-10, Matthew 28: 19-20)
- 3.2** Until Jesus returns, God calls believers to respond to the Gospel by living as restored disciples of his Kingdom in a broken world with a commission to spread the Gospel, to make disciples and to engage in personal, relational, communal and civic conduct that is transformed by the Gospel and which serves as an example to the world. (Matthew 28:19-20, Matthew 5:13-16)

### **4. God**

- 4.1** The sovereign God is one, in three co-equal eternal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence, redemption, and restoration. (Matthew 28:19, Colossians 1:12-16)
- 4.2** The Lord Jesus Christ - His deity, virgin birth, sinless life, His miracles, His atoning death for the sin of the world, His resurrection and ascension to the right hand of the Father and His personal future return to this earth to reign in power and glory. (John 1: 1-14, 2 Corinthians 5:21, Romans 8:34, Colossians 1:9-10, 1 Timothy 3:16)
- 4.3** We believe in the Holy Spirit who with the Father and the Son is worthy of our worship, who convicts the world of guilt in regard to sin, righteousness and judgement. The Holy Spirit unites us with Christ, and makes us partake in Christ's risen life, pointing us to Jesus, freeing us from slavery to sin, producing in us his fruit, granting to us his gifts, and empowering us for service in the world. (John 3: 5-7, John 14: 16-18, John 15: 26)
- 4.4** In His death and resurrection, the Lord Jesus Christ took the place of humanity, making full payment for the sin of all people. For those who accept his gift of grace and exercise faith in Him, He secures forgiveness, a right relationship with God, a new life now and everlasting life at the end of history. (Romans 3:23-26, 2 Corinthians 5:21, 1 Peter 1:3, 1 Peter 2:24)



## **5. Humanity**

- 5.1** God has created humanity in His image and ascribed dignity, sanctity and worth to human life from conception until death. God requires human life to be accorded respect and to be protected from harm (Genesis 1:27, Psalm 139:13-16, Exodus 20:13)
- 5.2** God has instituted the covenant of marriage; that being the union of a man and a woman who have voluntarily entered into a loving, committed and exclusive relationship for as long as both live. (Genesis 1:27; Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19: 6-9.)
- 5.3** God has instituted the family as the central social structure and parents have the primary responsibility for bringing up their children. God has also instituted the church to make disciples from all the nations and provide spiritual teaching. He has established civil government to make laws, keep civic order and promote human flourishing. Each of these institutions has distinct roles and responsibilities which overlap but one should not usurp the role of the other. (Genesis 1:28, Mark 12:17, Romans 13:1-7)
- 5.4** Humanity, originally created for a relationship with God, has turned away from God and thus become sinful by nature and practice, unable by any personal merit or effort to restore that relationship. (Genesis 1:26-31, Romans 1:18-32, Romans 3:23, Titus 3:3-7)

## **6. Maintenance of Christian Ethos**

- 6.1** Victory Christian College Inc. aims to spread and strengthen the teaching of the Christian religion, as articulated in this Statement of Faith, the maintenance of the doctrines upon which that religion rests, and the observances that promote and manifest that religion.
- 6.2** In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College, including on the part of the student body, can impact detrimentally on:
- (a) the College's ability to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
  - (b) its ability to maintain its religious ethos; and
  - (c) its ability to model a Christian standard of conduct to each individual student and to the student body.
- Psalm 127:3; Proverbs 22:6; Matthew 5:13-16; Matthew 18:16; Matthew 18:10; Mark 9:37, 42; Luke 17:1-2; Acts 20:28; Ephesians 2:20-22; Ephesians 5:3; Hebrews 10:24-25; Hebrews 13:17.