



Volunteers' Responsibilities

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Direct Contact Volunteers

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

The Worker Screening Act 2020 (Vic) defines “direct contact” as any contact between a person and a child (aged under 18) that involves:

- physical contact;
- face to face contact;
- contact by post or other written communication;
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Direct Contact Volunteers may have:

- limited supervision by School staff in their role
- significant amounts of 1:1 time with students
- supervisory responsibility for a group of students with only broad and indirect oversight of a School staff member
- full supervisory responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of Direct Contact Volunteer activities may include volunteers involved in School camps or excursions, coaching sporting teams or assisting in learning activities.



All Direct Contact Volunteers are required to adhere to our Child Safe Policy, and our Child Protection Program. All Direct Contact Volunteers are required to have a valid Working with Children (WWC) clearance before commencing work at the School.

They must also be aware that they too have legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Safety Officers and/or with external agencies where required.

Indirect Contact Volunteers' Responsibilities

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Examples of Indirect Contact Volunteer activities may include assisting with School administrative functions.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in the School environment.

All Indirect Contact Volunteers are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.