



VOLUNTEER POLICY

Approved: 12/2025
Approved By: Board
Effective: 1/2026
Next Review: 2028

www.dominic.tas.edu.au

PURPOSE

Dominic College (the College) is a Kindergarten to Year 10 Catholic School in the Salesian Tradition. The policies of the College, underpinned by Gospel values, serve to promote the wellbeing, dignity, and uniqueness of each person, and ensure the College meets its duty of care and legal and regulatory obligations.

The Charter for Salesian Schools sets out four central pillars that embody our founder St John Bosco's vision and guides the College in all aspects of school life. Dominic College draws its inspiration from these four pillars and strives to be:

- A **HOME** that welcomes
- A **PARISH** that evangelises
- A **SCHOOL** that prepares for life
- A **PLAYGROUND** where friends meet and enjoy themselves

The purpose of this Volunteer Policy is to provide employees and volunteers with clear expectations in relation to the engagement and participation of volunteers in a School Activity.

SCOPE

This policy applies to employees and volunteers engaged and participating in a School Activity or School Event. For the purposes of this policy, a School Activity includes an activity held or occurring:

- In a Dominic College Workplace;
- In a Dominic College Environment; or
- On an external site, such as attendance at a work-related or social function or activity at which other members of the Catholic education community are present.

POLICY STATEMENT

This policy establishes the expectations, responsibilities, and requirements for volunteers at Dominic College.

Dominic College is committed to upholding the National Principles for Child Safe Organisations and all relevant state and federal legislation regarding child safety, privacy, and anti-discrimination.

Dominic College endeavours to utilise the benefits of appropriate voluntary help from within the school community for the benefit of the school community. At Dominic College, volunteers are utilised in a variety of ways including:

- Supporting classroom activities, School Activities and School Events.
- Help with fundraising and community outreach initiatives.
- Offering expertise or services in specific areas (e.g. coaching).

This policy aims to:

- Foster a welcoming and inclusive environment that encourages community participation and supports the involvement of volunteers in school life.
- Recognise and value the significant contribution made by our volunteers.
- Clearly define the roles, responsibilities, and expectations of volunteers, ensuring their contributions enhance student learning and wellbeing.

- Promote the safety and welfare of students, staff, volunteers, and the wider school community by establishing clear procedures and consistent enforcement of expectations.
- Ensure compliance with relevant legal and regulatory requirements in the engagement and management of volunteers.
- Strengthen the partnership between the school, families, and the broader community through meaningful volunteer opportunities.

All persons covered by this policy are required to comply with its provisions, support its aims and contribute to its effective implementation.

DEFINITIONS

TERM	MEANING
Consent2Go	Compliance management system used at Dominic College for managing all incursions and excursions including planning, risk assessments, approvals and parent communications. Also allows parents to manage and update their personal information, and their child's information (including medical and health information).
Rapid Global	Workforce management system used by Dominic College for work health and safety, and risk and compliance management processes including contractor management, volunteer management, visitor management, and online inductions and training.
School Activity	Is any student-based program or endeavour that does not fall within the scope of a regular classroom activity. This includes but is not limited to camps, retreats, sporting events, incursions, excursions, extra-curricular activities.
School Community	All persons who are associated with Dominic College in some way. This includes workers, coaches, students, parents, guardians, carers, step-parents, relatives, friends, supporters, volunteers and visitors when in any school environment or when attending any school-related function, activity or event.
School Environment	Is any physical or virtual place made available or authorised by the College for use by children during or outside school hours. This includes: <ul style="list-style-type: none"> • College grounds and facilities. • Online College environments, including email, intranet systems and social media platforms. • Other locations provided by the College for a child's use, including locations used for School Activities and School Events.
School Event	Is any occasion that involves the wider school community. This includes but is not limited to the College fair, fundraisers, parent education evenings, showcases, College productions, graduation masses, morning tea tours, and award ceremonies.
Volunteer	Means those invited parents, carers and others, usually from within the school community, who contribute unpaid time, energy and expertise for the betterment of the College and its students.
Workplace	Any physical or virtual place made available or authorised by Dominic College for use by students, staff and other workers during or outside of College work hours or school hours. This includes: <ul style="list-style-type: none"> • College grounds. • Online College environments, including email, intranet systems and social media platforms. • Before school and after school care, and vacation care on school premises.

TERM	MEANING
	<ul style="list-style-type: none"> Other locations provided by the College for student, staff and other worker use, including locations used for school activities such as excursions, school events and meetings.

VOLUNTEER REQUIREMENTS

Volunteers are required to:

- Hold a current Registration to Work With Vulnerable People Card (RWVP).
- Advise the College of any change in their RWVP status and/or any criminal matters.
- First time volunteers must email their full name and email address to whs@dominic.tas.edu.au and advise in what capacity they are volunteering. An invitation to complete the compulsory online volunteer induction will be sent to the nominated email address.
- Complete the College's compulsory online volunteer induction before undertaking any volunteer activities. The induction must be renewed on an annual basis and includes a site induction and child safeguarding briefing. Volunteers are required to upload a valid and current RWVP card as part of the induction.
- Maintain their volunteer status with the College by completing the online volunteer induction every year.
- Advise the College if they no longer wish to volunteer by emailing whs@dominic.tas.edu.au
- Comply with all relevant College policies including but not limited to the Child Safe Policy, Parent Code of Conduct, Privacy Policy, and Work Health and Safety Policy.
- Comply with relevant emergency management procedures.
- Carry out all tasks in a manner consistent with College expectations and values.
- Take reasonable care of their own health and safety and that of others and follow all reasonable directions and safety instructions.
- Report any incidents, hazards, or concerns immediately to the appropriate staff member or College representative.
- Sign in as a volunteer each time they attend onsite and sign out on each day of attendance. Sign-in Kiosks are located in the Business Office, the foyer of the Iwutina Centre (K-2 Precinct) and the 3-6 Office (Prouille Precinct).

PROCEDURES

Recruitment

Information regarding volunteer opportunities will be communicated using various methods including the College website, newsletter and social media channels but primarily through direct communication with parents including:

- Direct communication from staff requiring volunteers for a particular activity using approved communication channels;
- Direct requests through Consent2Go when sending event or excursion information.

Consent2Go

Consent2Go requests sent by staff seeking volunteers must include the following proforma text in the Consent2Go request:

Volunteers are requested for this event. A current RWVP card and completion of the College's online volunteer induction are required. Please email (teacher) and whs@dominic.tas.edu.au to receive the link to the volunteer induction. Include your full name, email address, RWVP number and in what capacity you are volunteering. Only fully inducted volunteers can participate in the event.

Staff must advise the Risk and Compliance Officer of the volunteers involved in any activity or event in order to verify that all induction requirements have been met. All attending volunteers must be recorded by staff as part of the planning for any activity or event.

Insurance

- Volunteers are covered by the College's public liability and personal accident insurance while undertaking approved volunteer activities. Details of coverage are available upon request.

Diversity and Inclusion

- Dominic College values diversity and is committed to providing an inclusive environment for all volunteers. Reasonable adjustments will be made to support volunteers with disabilities.

Volunteer Induction and Training

- The College uses Rapid Global to manage its volunteer requirements. Volunteers will receive emails direct from @rapidglobal regarding their induction and update requirements. Only the Risk and Compliance Officer, Governance Manager, Student Services Manager, and Sports Administrator can issue induction invitations via Rapid Global.
- The volunteer induction will be reviewed by the College on a regular basis and adapted and developed in line with any changes in legislation or in response to any identified issues.
- Records of volunteer induction and training are maintained in Rapid Global and are subject to regular audit by the Risk and Compliance Officer.

Code of Conduct

- Treat everyone respectfully.
- Maintain confidentiality and professional boundaries at all times.
- Abide by the Parent Code of Conduct, Child Safety Policy and all relevant College policies and instructions.
- Report any concerns or breaches to a staff member immediately.

Working With Vulnerable People

Dominic College is committed to upholding the National Principles for Child Safe Organisations and all relevant state and federal legislation regarding child safety, privacy, and anti-discrimination.

- The College will verify the currency and state of the RWVP card.
- Dominic College will register their interest in the outcome of the RWVP card allowing for prompt notification of card suspension, expiry, or removal.

Conflict of Interest

- Volunteers must declare any actual or potential conflict of interest to the Risk and Compliance Officer before starting or as soon as a conflict arises.

- The College will review and manage conflicts of interest; volunteers may be reassigned or restricted if needed.

Feedback and Support

- Volunteers are encouraged to provide feedback or raise concerns regarding their role or the volunteer program by contacting the Risk and Compliance Officer or via whs@dominic.tas.edu.au

Health and Safety

- Complete all required safety inductions and training before starting.
- Follow all safety instructions and use Personal Protective Equipment as directed.
- Report hazards, incidents, or injuries to a staff member immediately.
- Do not perform tasks you are not trained or authorised to do.

Volunteer Exit

- Volunteers wishing to cease their involvement should notify the College in writing via whs@dominic.tas.edu.au and return any College property issued to them.

BREACHES OF THIS POLICY

Any breach of this policy will be assessed on a case-by-case basis, and will consider the severity, intent, frequency and impact of the breach. The College response will be guided by its Catholic and Salesian ethos, its policies and procedures, and any legal or regulatory obligations.

A breach of this policy may result in (but is not limited to) one or more of the following.

Staff

- Reminder of our expectations either verbally or in writing.
- Referral to Line Manager or College leadership.
- Restorative practices including mediation and conciliation.
- Corrective actions including retraining, professional development, supervision or performance management.
- Formal warning.
- Removal from specific duties.
- Suspension or termination of employment.
- Referral to external authorities where required by law or regulator including Tasmania Police, Teachers Registration Board, Registration to Work with Vulnerable People or other relevant bodies.

Volunteers

- Reminder of our expectations either verbally or in writing.
- Referral to College leadership.
- Restorative practices including mediation and conciliation.
- Corrective actions including retraining or supervision.
- Formal warning.
- Restrict or ban access to site or facilities.
- Restricted or banned from School Activities or School Events.
- Suspension or termination as a Volunteer.

- Referral to external authorities where required by law or regulator including Tasmania Police or other relevant bodies.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Principal/College Leadership Team	<ul style="list-style-type: none"> • Lead policy implementation and enforcement, monitor compliance, and support continuous improvement. • Ensure the College has the appropriate resources required to meet its obligations.
Lead Teachers/Managers	<ul style="list-style-type: none"> • Ensure policy awareness and compliance within their areas of responsibility, and appropriate training and support. • Ensure any breaches of this policy are acted upon as soon as reasonably possible. • Report any breaches of this policy to the relevant member of the College Leadership Team.
Employees	<ul style="list-style-type: none"> • Familiarise themselves with and comply with this policy. • Engage in behaviours and conduct consistent with this policy.
Governance Manager	<ul style="list-style-type: none"> • Oversee the ongoing review of the policy to ensure continuous improvement and keep abreast of business requirements and regulatory and legislative changes. • Ensure this policy is accessible in the College Policy Library, the College website and upon request.
Child Safety Officer	<ul style="list-style-type: none"> • Monitor compliance with this policy. • Oversee and enforce the College's mandatory reporting obligations. • Provide training, advice, support, and direction to employees and volunteers regarding child safety obligations.
Risk and Compliance Officer	<ul style="list-style-type: none"> • Ensure this policy meets legal and regulatory requirements, monitor compliance with this policy, any breaches and any associated risks.
Volunteers	<ul style="list-style-type: none"> • Familiarise themselves with and comply with this policy. • Engage in behaviours and conduct consistent with this policy.

RELATED DOCUMENTS

Related documents include but are not limited to those listed below.

College Policies and Procedures

- Child Safe Policy
- Child Safe Procedures
- Communication Policy
- Parent Code of Conduct
- Privacy Policy
- Records Management Policy
- Work Health and Safety Policy

Legislation

- Anti-Discrimination Act 1998 (Tas)

- Disability Discrimination Act 1992 (Cth)
- Privacy Act 1988 (Cth) and Australian Privacy Principles
- Registration to Work with Vulnerable People Act 2013 (Tas)
- Work Health and Safety Act 2012 (Tas)

Other

- National Principles for Child Safe Organisations
- Terms, Definitions, Acronyms and Legislation Guide

LOCATION AND ACCESS

College policies are stored and accessed through designated platforms to ensure the correct information is available to the appropriate audience.

This policy is available in the College Policy Library on SharePoint accessible by all staff. It is also available on the College website or upon request.

Printed copies of this policy are not considered current and should not be relied upon. Always refer to the SharePoint version or the Website version for the current, approved policy.