MORETON BAY BOYS' COLLEGE

Volunteer Policy

Aim:	This policy is concerned with the requirements of people assisting in the service of the College as a volunteer.
Definitions:	"Volunteer" - A volunteer is defined as a person who is not employed by Moreton Bay College but who is working directly with students in a curricular, co-curricular or extra-curricular capacity, or working indirectly for the students in other areas of school governance. "Restricted person" – A restricted person is a person who: - has been issued a negative notice, or - has a suspended blue card, or - is a disqualified person, or - has been charged with a disqualifying offence which has not been finalised. - is the subject of an adverse interstate Working with Children Check decision that is in effect. "Restricted employment" – Restricted employment applies to: - a parent volunteering; - a volunteer who is under 18; - paid or unpaid staff who work in child regulated employment for not more than 7 days in a calendar year; - a person with disability who is employed at a place where the person also received disability services or NDIS supports or services; a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a blue or exemption card.
Roles, Responsibilities and Accountabilities:	The Principal has overall responsibility for ensuring volunteers are inducted, that they are aware of appropriate Workplace, Health and Safety (WHS) standards at the Colleges and that they maintain appropriate working with children authority. Any staff member who has daily responsibility for a volunteer should ensure the volunteer is aware of their obligations.
Monitoring, Review and Assurance:	The Principal is responsible for ensuring the policy is effective and for monitoring and reviewing the process to ensure compliance with legislative requirements.
Recording and Reporting:	As required, the People and Capability Team and Operations Team will develop, maintain and publish procedures that give effect to this policy.

Principles and Key Requirements:

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Moreton Bay College welcomes and acknowledged the significant contribution made to the College and its students by volunteers. Volunteers fulfil several critical roles. Firstly, they may work directly with students in a wide variety of ways such as helping with reading, setting up displays, supervising excursions, coaching teams, working in the tuckshop and uniform shop and helping in the library. Secondly, volunteers may also help students indirectly by assisting the good governance of the College through Board appointments, positions in the P&F and on other committees and supporting fundraising and other college co-curricular activities. Voluntary support is also provided as an in-kind donation of services to the College.

Parent and community members regularly find that volunteering time is one of the best investments they make. It is a positive experience for all concerned because everyone can get involved and make a difference irrespective of their wealth, formal education or their own success as school. Volunteer involvement has been shown to work for students of all ages at all grade levels.

All volunteers providing services to the College are subject to state legislation in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and must meet blue card requirements or sign a Volunteer Declaration to declare they are not a restricted person.

Volunteers are covered by personal accident insurance while undertaking their voluntary activities for the College under the Voluntary Works Personal Accident Insurance with the College insurer.

As volunteers are not employees of the College, the conditions of the Enterprise Bargaining Agreement do not apply.

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DOCUMENT CONTROL INFORMATION

Document Status

The current status of this document is shown below.

Policy	Volunteer Policy
Version	V6
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Owner	Principal
Confidentiality	N/A

Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
6.0	September 2025	Clarification around who requires a Blue Card
4.1	April 2024	Clarification regarding volunteers in the Uniform Shop and Tuckshop
4.0	April 2022	
3.0	April 2021	Updated to reflect changes to legislation
2.0	June 2017	Policy made a joint policy. Change to indicate that all volunteers require a Blue Card

Approval

This document has been approved for publishing by:

Reviewed by	Executive Leadership Team
Authorised by	Principal

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To
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