MORETON BAY BOYS' COLLEGE

VOLUNTEER PROCEDURES

Related Policy: Volunteer Policy

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<tr><td>Aim:</td><td>This procedure aims to provide the necessary guidance and steps required for Staff who coordinate volunteers in respect to the College's responsibilities in accordance with the Working with Children (Risk Management and Screening) Act 2020 (Qld)</td></tr>
<tr><td>Scope and Responsibilities:</td><td>All Staff who coordinate volunteers to undertake work or assist at events.</td></tr>
<tr><td>Procedure:</td><td>
1. Staff member seeks volunteers to assist with a specific task or event.
2. Staff member sends a link to the Volunteer Register to the prospective volunteer to register as a volunteer.
3. Registration as a volunteer includes gathering relevant information and seeking Volunteer Declaration or Blue Card information and completion of relevant Volunteer Induction.
4. Volunteers will be required to submit a Volunteer Declaration or have a Blue Card, depending on the activity/event. To determine if a volunteer requires a Blue Card or Volunteer Declaration, please refer to the table below:
<table>
<tr><td>A.</td><td>Volunteer is a parent/ legal guardian with a student/s at the College and is volunteering at an event or activity their child is participating in and the event/activity does not fall into the categories detailed in B below, that require a Blue Card. Examples of activities/events that a parent can rely on a Volunteer Declaration include:
- Reading in the classroom
- P&F events such as P&F Mother's Day / Father's Day Stall
- Running a canteen or similar at an activity/event their child is participating in.
- Assisting with a sporting activity their child is participating in (unless covered in B).</td><td>Volunteer Declaration</td></tr>
<tr><td>B.</td><td>Volunteer is a parent/ legal guardian with a student/s at the College and they are volunteering at an event or activity their child is participating that includes close personal contact with another child. Examples include:</td><td>Blue Card</td></tr>
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		- Assisting/supervising in dressing rooms or backstage for performing arts activities/events such as musicals, drama performances and dance showcases. - Overnight excursions or camps. - Classroom swimming lessons.	
	C.	Volunteer is a grandparent or relative of a student at the College, engaged for not more than 7 days in a calendar year	Volunteer Declaration
	D.	Volunteer is a grandparent or relative of a student at the College and is engaged for more than 7 days in a calendar year	Blue Card
	E.	Volunteer is under 18 years of age	Volunteer Declaration
	F.	Volunteer engaged for not more than 7 days in a calendar year. For example, a volunteer presenting to a class on a topic for one lesson	Visitor
	G.	Visitor - Person providing services to College free of charge or for a fee – • When students are not present • When students are present but less than 7 days in a calendar year • When students are present and more than 7 days in a calendar year	• No requirement • Declaration • Blue Card
	H.	Volunteer is a member of a Board	Blue Card
	I.	a. Volunteer is a member of the executive committee for the P&F and Alumni Association and they have a child at the College. b. Volunteer is a member of the executive committee for the P&F and Alumni Association and they are not a parent. They may be a grandparent or similar.	Volunteer Declaration Blue Card

** Note - different rules apply to ELC and Kindy

5. Once the prospective Volunteer receives the link to the Volunteer Register, they will be guided to the appropriate action, depending on their responses. They will also be required to read and acknowledge they have read the Volunteer Handbook.
6. Those staff who organise volunteers will be provided access to the Volunteer Register via Complispace, to track what stage the registration is

	at and confirm if a prospective volunteer has already completed registration. 7. Relevant staff will monitor and action steps during the Volunteers registration. For example, if the registration indicates that the volunteer requires a Blue Card, the People and Capability Team will assist and will action linking the Blue Card to the College. 8. Registration as a Volunteer will need to be completed at least once per calendar year. 9. All Volunteers may be required to complete an onsite induction, with an applicable checklist, to become accredited as a Volunteer 10. In-person site-specific and task-specific inductions will be conducted by individual staff/areas of the College. For example, the Primary School conducted specific inductions at the start of the academic year for Volunteers who will be working in the classrooms with reading. 11. Volunteers and Visitors who require a Blue Card should carry their Blue Card with them.
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 carriers out disability related work under the direct supervision of a person who holds a blue or exemption card.
Related Documentation:	Volunteer Register Volunteer Policy

	Child Protection Policy Child Protection Risk Management Strategy Procedures
Legislation Applicable:	Working with Children (Risk Management and Screening) Act 2000 (Qld) Working with Children (Risk Management and Screening) Regulations 2020 (Qld)

1.0 Meta Data for Document Management

Web Links	Volunteer Register Volunteer Policy
Approval Authority	Principal
Approval Date	17 September 2025
Review Date	2 years from approval date (aligned with the review date for the related policy).