VOLUNTEER MANAGEMENT PROCEDURE

Aim:	This procedure aims to provide the necessary guidance and steps required for Staff who co-ordinate volunteers in respect to the College's responsibilities in accordance with the *Working with Children (Risk Management and Screening) Act 2020 (Qld)*
Scope and Responsibilities:	All Staff who coordinate volunteers to undertake work or assist at events.
Procedure:	1. Staff member seeks volunteers to assist with a specific task or event. 2. Staff member ensures volunteers receive a copy of the Volunteer Policy, available on the website. 3. Staff member determines if the Volunteer requires a Blue Card or Volunteer Declaration. 4. To determine if a volunteer requires a Blue Card or Volunteer Declaration, please refer to the table below:

Volunteer is a parent with students at either College	Volunteer Declaration
Volunteer is a grandparent of a student at either College, engaged for not more than 7 days in a calendar year	Volunteer Declaration
Volunteer is a grandparent of a student at either College and is engaged for more than 7 days in a calendar year	Blue Card
Volunteer is under 18 years of age	Volunteer Declaration
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	Volunteer Declaration
Volunteer is a member of a board	Blue Card required

5. If a Blue Card is required, staff member contacts the Executive Assistant who will assist with this process.
6. If the volunteer is required to complete the Volunteer Declaration, the staff member sends the volunteer the link to complete online. The link to the Volunteer Declaration can be found here. (This link will take the volunteer to an on-line MS form).
7. The Executive Assistant will notify the Staff member coordinating the volunteer when the Volunteer Declaration has been received.
8. Declarations will need to be completed at least once per calendar year.

Definitions:	"Volunteer" - A volunteer is defined as a person who is not employed by Moreton Bay College or Moreton Bay Boys' 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. "Restricted employment" – Restricted employment applies to: - a volunteer parent; - a volunteer who is under 18; - unpaid staff who work in child regulated employment for not more than 7 days in a calendar year.
Related Documentation:	Volunteer Declaration Form 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)

Moreton Bay Boys' College: Procedure

DOCUMENT CONTROL INFORMATION

Document Status
The current status of this document is shown below.

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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
1.0	April 2021	First version and implementation of procedures

Approval
This document has been approved for publishing by:

Reviewed by	Principals
Authorised by	CEO & EP

Appendix 1

Example of heading for Appendix

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