

 <b>CREST EDUCATION POLICY</b>	TITLE	<b>CREST Volunteers Policy</b>		
	VERSION	01/2026		
	LOCATION	STAFF/PARENT		
	ISSUE DATE	April 2026		
	REVIEW DATE	April 2028		
	REVIEWED BY	Head of Advancement	RATIFIED BY	EXECUTIVE PRINCIPAL
<b>PURPOSE</b>	To provide policy and procedure direction to all staff, students, parents and volunteers of the CREST Educational Precinct.			
<b>BACKGROUND</b>	CREST Education seeks to establish and maintain high level professional standards in relation to all activities within the Educational Precinct. This policy is in accord with the Crest Education 'Vision', 'Mission', 'Philosophy' and 'Key Commitments' documents as published and in line with CREST Board Policy.			
<b>RELATED DOCUMENTS / LEGISLATION</b>	<ul style="list-style-type: none"> <li>• Ministerial Order No. 1359 – Implementing the Victorian Child Safe Standards</li> <li>• Child Wellbeing and Safety Act 2005 (Vic)</li> <li>• Worker Screening Act 2020 (Vic)</li> <li>• Working with Children Act 2005 (Vic)</li> <li>• Education and Training Reform Act 2006 (Vic)</li> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Reportable Conduct Scheme administered by the Commission for Children and Young People</li> <li>• Equal Opportunity Act 2010 (Vic) and related anti-discrimination legislation</li> </ul>			

### Rationale

CREST Education Ltd is a non-denominational Christian educational precinct operated in accordance with its Vision, Mission and Philosophy statements attesting to foundational beliefs which underpin its Christian basis of operation.

CREST Education is committed to the safety, wellbeing, and dignity of all children and young people. CREST Education has zero tolerance for child abuse and is committed to acting in the best interests of students at all times by establishing and maintaining a strong, visible, and embedded child safe culture.

Child safety and wellbeing is a shared responsibility. All Board members, leaders, staff, volunteers, contractors, students, families, and community members are expected to uphold CREST Education's commitment to protecting children from harm and promoting student wellbeing.

The purpose of this policy is to establish CREST Education's framework for the screening, onboarding, induction, supervision, management, and review of volunteers, with a primary emphasis on child safety, wellbeing, governance accountability, and legal compliance.

### Scope

This policy applies to all volunteers engaged by CREST Education across campuses, programs, activities, and events, whether on-site, off-site, or online, including but not limited to:

- Classroom and learning support volunteers
- Excursions, camps, and events
- Sports, arts, chapel, and co-curricular activities
- Pastoral, community, and faith-based programs
- Fundraising and administrative support

This policy does not apply to paid staff, contractors, or students undertaking volunteering activities, which are governed by separate policies and procedures.

## Definitions

- **Volunteer**

An individual who freely offers their time, skills, or experience to support CREST Education activities without financial remuneration.

- **Child-related work**

Work that usually involves direct contact with children as a central part of the role.

- **Child-connected work**

Work undertaken in a school environment while children are present, where direct contact with children is incidental.

- **Child Safety Champion**

A nominated individual responsible for supporting the implementation of child safety practices and acting as a point of contact for child safety concerns.

- **Personal Information**

Information or an opinion about an individual (or an individual who is reasonably identifiable) whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

## Child Safety Responsibilities of Volunteers

All volunteers must:

- Act in the best interests of students at all times.
- Maintain clear professional boundaries with children and young people.
- Never engage in grooming, abuse, or inappropriate behaviour.
- Immediately report any child safety concerns, disclosures, or suspicions to CREST Education staff.
- Comply with lawful and/or reasonable directions from CREST Education staff.
- Comply with all relevant CREST Education Child Safety and Wellbeing policies
- Never be under the influence of illegal drugs or alcohol
- Never bring illegal drugs, alcohol or vapes onsite or at the location of a school event.

## Recruitment and Suitability Screening

CREST Education applies a risk-based, child-focused screening process for all volunteers. Volunteers must not commence duties until all screening requirements are completed, verified, and recorded. Screening may include:

- A volunteer application
- Proof of identity
- A valid Working With Children Check (WWCC)
- Reference checks where appropriate
- Role-specific child safety risk assessment

CREST Education reserves the right to decline or cease volunteer engagement where suitability requirements are not met.

## Working With Children Checks (WWCC)

- CREST Education requires all volunteers to hold a valid Working With Children Check unless a lawful exemption applies.
- WWCC evidence must be sighted, verified, and recorded prior to commencement
- Volunteers are responsible for maintaining a current WWCC.
- Where a WWCC application is pending, volunteering may only occur at CREST Education's discretion and with additional supervision.
- Volunteer engagement will be suspended if a WWCC expires or becomes invalid.

A WWC Check is not required if the person:

- Is a teacher currently registered with the Victorian Institute of Teaching (VIT);
- Is under the age of 18;
- Is aged 18 or 19 doing volunteer work organised by the school;
- Is a police officer; or
- Normally lives outside of Victoria and holds an equivalent check in their State or Territory.

## Additional Screening and Suitability Checks

Depending on the nature of the volunteer role, CREST Education may require additional screening, including:

- Police checks
- Driver licence verification (for transport-related roles)
- Visa and work entitlement checks
- Qualifications, licences, or certifications
- Reference checks

Visa Type	Volunteering Rules
<b>Student Visa</b> Subclass 500	As a student, you may volunteer if you have Permission to Work from the Department of Home Affairs <a href="#">Department of Home Affairs</a> . This will have been automatically granted to any student visa holder who applied after April 2008. If a student visa is dated before then, the holder may need to apply separately for Permission to Work.  The restriction of a maximum of 20 hours paid work for students does not include volunteer work.
<b>Tourist/ Visitor Visa</b> Subclass 600	If you are a visitor on a tourist visa, you may volunteer on the condition that this is not the main purpose of your visit to Australia.
<b>Worker Visa</b> Skilled Independent visa subclass 189 Skilled work regional visa subclass 491	If you have been granted the right to work in Australia, you also have the right to volunteer. If you are a visitor on a working holiday, you cannot volunteer for more than six months with a single organisation.
<b>Refugees &amp; asylum seekers</b> Subclass 200, 201,203,204	If you are awaiting a decision on your application for asylum, and you have a bridging visa with permission to work in Australia, you may also volunteer.
Even if you do not have permission to work, you may well be entitled to volunteer. If you do not have permission to work, Volunteering Victoria strongly recommends you check with the Department of Home Affairs <a href="#">Department of Home Affairs</a> to clarify your status.	

## Volunteer Onboarding and Induction Process

All volunteers must complete the CREST Volunteer Onboarding Process prior to commencing any duties.

### Initial Onboarding Requirements

To be approved as a CREST volunteer, individuals must:

1. Obtain and provide a valid Working With Children Check
2. Watch the CREST online Child Safety Volunteer Induction video
3. Read, understand, and accept:
  - This Volunteer Policy
  - CREST Child Safety and Wellbeing Policy
  - All related child safety, wellbeing, and conduct policies
4. Sign the CREST Volunteer Agreement
5. Complete the short child safety quiz via the PassTab system at Reception when signing in.
6. Volunteers may be provided with specific and additional training relevant to their roles. For example in the event of attending a school camp or excursion. This will be done in advance of the event, by supervising staff members.

Volunteers may only commence duties once all onboarding steps have been completed and recorded to CREST Education's satisfaction.

### **Annual Renewal of Volunteer Status**

Volunteer approval must be renewed annually. To maintain active volunteer status, volunteers must:

- Confirm they hold a current WWCC
- Re-accept relevant volunteer and child safety policies
- Complete the Passtab child safety quiz annually

Failure to complete annual renewal requirements will result in suspension of volunteer access until compliance is restored.

### **Supervision, Boundaries and Role Limitations**

- Volunteers operate under the supervision of a designated staff member.
- Volunteers are not permitted to be alone with students unless explicitly authorised and risk assessed.
- Volunteers must not manage student discipline, toileting, or personal care unless formally authorised and trained.

### **Privacy and Confidentiality**

- Volunteers must ensure that any personal information they become aware of because of their volunteer work is managed sensitively and in accordance with the school's privacy policy.

### **Additional Safeguarding Measures**

CREST Education applies a risk-based and child-centred approach to safeguarding. Depending on the nature of the role, activity, environment or event, additional safeguarding measures may be required to ensure the safety and wellbeing of all students, particularly vulnerable children. Additional safeguarding measures may include one or more of the following:

- Additional Training or Briefings
- Completion of additional or role-specific child safety training, briefings or inductions
- Participation in pre-event or pre-activity briefings (e.g. excursions, camps, sports, overnight activities or one-to-one support roles)
- Clear briefing on supervision arrangements, boundaries, emergency procedures and escalation pathways
- Additional Screening and Referee Checks
- Provision of two professional referees, where required, to support suitability assessment
- Participation in additional suitability or risk assessments
- Completion of a National Police Check, where considered necessary based on the role or level of student contact

### **Disclosure Obligations**

- All volunteers and contractors must disclose to CREST Education:
- Any current or historical police matters, charges, findings of guilt or relevant legal proceedings that may impact their suitability to work with children
- Any court orders, intervention orders, child protection orders, bail conditions or other legal restrictions that may affect their ability to safely perform child-related or child-connected work
- Disclosures must be made prior to commencement of duties and updated if circumstances change.
- Failure to disclose relevant information may result in:
- Delayed or withdrawn approval to volunteer or contract
- Suspension or termination of engagement
- Referral to external authorities where required
- All disclosures will be handled sensitively, confidentially and in accordance with privacy policy, with decisions made based on child safety risk and legal obligations.

### **Physical, Environmental and Online Safety**

CREST Education is committed to providing a safe and healthy environment for students, staff, volunteers and contractors.

All volunteers, contractors and staff must:

- Take reasonable care for their own health and safety, and the safety of others—particularly children who may be more vulnerable to injury or distress
- Report all injuries or illness to your supervisor or to the College Nurse located in the Health Centre, immediately
- Follow reasonable directions and instructions from CREST Education staff
- Use equipment, facilities and resources safely and as directed
- Participate in safety inductions relevant to their role
- Follow emergency, evacuation and lockdown procedures
- Report hazards, near misses, incidents, injuries or unsafe practices immediately
- Not expose any person to risk through unsafe behaviour or non-compliance

- Follow CREST supervision and visibility requirements
- Use technology and digital platforms appropriately
- Not communicate with students via personal social media, email, or messaging platforms unless explicitly authorised
- Report all injuries or illness to your supervisor or to the College Nurse located in the Health Centre immediately.

CREST Education Limited prohibits the harassment, bullying and violence to staff, hirers, contractors, patrons and visitors. If you feel you are being threatened in any way, contact your immediate supervisor or relevant Head of Campus.

### **Complaints, Concerns and Reporting Obligations**

- All child safety concerns must be reported immediately to any of the following CREST Education staff: the supervising CREST Staff member, Child Safety Champions, Head of Campus, Executive Principal, or their delegate. For the avoidance of doubt, this includes reporting to a member of staff:
- Any concern or suspicion about the physical, psychological or emotional health, safety or wellbeing of a student;
- Any concern or suspicion about the inappropriate action or behaviour of any adult; and;
- Any concern or suspicion about any adult in the school environment (including employees, contractors, volunteers and visitors) regarding an allegation made under the Reportable Conduct Scheme
- Volunteers must immediately report any risks, hazards, incidents, accidents and injuries to their supervisor immediately
- CREST Education maintains child-focused and culturally safe processes for managing concerns.
- Volunteers who raise concerns in good faith will be supported and protected from victimisation under the CREST Whistleblower Policy.

### **Volunteer Complaints and Grievances**

- Volunteers may raise complaints or grievances with their supervising staff member, the Volunteer Coordinator, or in accordance with CREST Education's Complaints or Whistleblower Policies.

### **Staff Responsibilities**

CREST Education Staff are responsible for:

- Understanding the obligations of the volunteer under this policy.
- Ensuring all engagement with volunteers is processed through the school's Volunteer induction process and volunteers engaged in child-related work or child-connected work are recorded in Synergetic.
- Ensuring the volunteer engaged has signed in on arrival and signed out on departure on the PassTab system.
- Monitoring volunteers under their supervision and providing guidance where needed.
- Reporting any non-compliance of this policy to the relevant staff.

### **Performance Management, Breaches and Cessation of Volunteering**

Where concerns arise, CREST Education may respond through:

- Informal guidance or feedback
- Formal performance discussions
- Suspension or termination of volunteer engagement
- Immediate termination may occur where child safety concerns, serious misconduct, or risk to students is identified.

### **Breach**

If a Volunteer fails to comply with this policy, Tintern Grammar may respond in a number of ways, depending on the nature of the breach, but which may include:

- Reporting the incident with action taken by the Executive Principal;
- Issuing the Volunteer with a warning (verbal or written) in relation to the breach and advising the Volunteer of the consequences should a further breach occur;
- Limiting or banning the Volunteer's access to school premises or from attending or being involved in school activities, functions or events;
- Terminating the engagement of the Volunteer; or
- Reporting the behaviour to Victoria Police or any other relevant agency, as appropriate or required by law.

## Record Keeping and Compliance

CREST Education maintains secure and accurate records of the following via Synergetic:

- Volunteer applications and approvals
- Working With Children Check details and expiry dates
- Induction and annual renewal completion
- Signed volunteer agreements and policy acknowledgements

### DIRECTION:

That all staff and parents follow this policy.

**EXECUTIVE PRINCIPAL**  
**CREST Education**

Date of Revision	Issue Number	Revision Detail	Authorised By
April 2026	1	New Policy	Executive Principal