



GIRL GUIDES VICTORIA POLICY

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VOLUNTEER CHECKS

1. Scope of Policy

Girl Guides Victoria takes its responsibility for the girls in its care and the management of the organisation very seriously. The development of this policy for Reference Checks, Police Checks and Working with Children Checks ensures compliance with Victorian legislation and the National Standards for involving volunteers as set out by Volunteering Australia.

2. Policy Objectives

Girl Guides Victoria shall develop and maintain efficient administrative processes for ensuring that all staff and volunteers, both paid and unpaid, have Reference Checks made prior to commencement and a current Police Check and Working with Children Check. The Chief Executive Officer or her representative shall be responsible and accountable for administering these processes in accordance with the National Standards.

3. Reference Documents

- 3.1. 'National Standards for Involving Volunteers in Not- For- Profit Organisations', Selection Procedures- Standard 3, Criteria 3.7.- 3.12

4. Policy

This policy applies to all staff and any registered volunteer, including but is not limited to:

- 4.1. Unit Leaders, Managers and Unit Helpers;
- 4.2. Any adult whose participation in Guiding involves direct unsupervised contact with youth members (including for example, those attending camps and overnight stays);
- 4.3. Support Group and District Support Team volunteers including committee members; and
- 4.4. Members of State Council, Executive Committee and any Committee of Girl Guides Victoria.

All volunteers must have successfully completed the following checks



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- 4.5. A Police Check relating to “dealing with or access to vulnerable people” and “working with children and dealing with money”. The check must not be not more than five years old; AND
- 4.6. Working with Children Check that is not more than five years old. Girl Guides Victoria must be nominated as an organisation they volunteer with on the volunteer’s Working with Children Check record
- 4.7. Two reference checks that show suitability of the volunteer for working with children and/or adults as the volunteer role requires

5. Special Exemptions

- 5.1. A teacher who has registration with the Victorian Institute of Teaching (VIT) does not require a Working with Children Check or a Police Check. However the number of each registration must be recorded with GGV.
- 5.2. Sworn Victoria Police Officers and Australian Federal Police Officers are exempt from both the Police Check and the Working with Children Check if they provide evidence to Girl Guides Victoria of their status as requested and no less than every 5 years. This special exemption does not apply to any Police Officer who is suspended from duty.
- 5.3. A parent or carer who volunteers on an occasional basis, in an activity in which their child ordinarily participates is exempt from the Working with Children Check. However, this adult must not be unsupervised when working with other children and must have a Police Check if they volunteer more than once per term
- 5.4. An adult who volunteers on an occasional basis but no more than 3 times per year is exempt from the Working with Children Check and Police Check. However, this adult must not be unsupervised when working with children.
- 5.5. A new Leader applicant may commence working with her Learning Partner or Mentor, undergo training and work with a qualified Leader in a supervised capacity while the Police Check and Working with Children Check are sought and examined.
- 5.6. A youth member who is under 18 years of age working with younger youth members.
- 5.7. Trefoil Guild members, who are not considered to be registered volunteers with Girl Guides Victoria *and* who do not have contact with girls more than three times a year are exempt as their primary purpose is giving service to Guiding, not volunteering with youth members. Trefoil Guild members who do have contact with girls more than three times a year are required to comply with clauses 4.5 and 4.6.

- 5.8. Interstate visitors for a period of up to 30 days in the same calendar year who
a) have a WWC from where they live in Australia or b) for one occasion or event.

6. Providing Referees

The process for providing referees will be communicated to all potential volunteers via email by the Guide Centre

7. Applying for a Police Check and Working with Children Check

The process for obtaining (or providing current) Police and Working with Children Checks will be communicated to all potential volunteers via email by the Guide Centre.

It is the responsibility of the individual to follow the process communicated to them and apply for both these Checks. The Guide Centre can then process a Police Check on behalf of the individual using the organisation, fit2work. It's the responsibility of each individual and to ensure they remain current.

The District and Region Managers are responsible for confirming that the Checks are current and that the information has been forwarded to Guide Centre. Guide Centre staff are responsible for processing Check updates to ensure the database reflects current information.

Note:

- The Working with Children Check requires Girl Guides Victoria to be listed as an organisation that the volunteer is associated with. This can be completed by the volunteer when logged into their Working with Children Check account online
- Girl Guides Victoria will notify District / Region Managers regularly, but at least quarterly, of those volunteers whose Police Check or Working with Children Check is more than five years old.