

Purpose

To outline the processes that Skunkworks Community (SW) / Victorian State Youth Brass Band (VSYBB) will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

Scope

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at with Skunkworks Community.

Definitions

Child-connected work: work authorised by the Skunkworks Community and performed by an adult in for a band or band environment while children are present or reasonably expected to be present.

Child-related work: As defined by the Worker Screening Act 2020 (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer worker is a person who voluntarily engages in band or approved band activities without payment or reward.

Band work: Band work means:

- Carrying out the functions of a band committee
- Any activity carried out for the welfare of a band, by the band committee, any association or any other body organised to promote the welfare of the band
- Any activity carried out for the welfare of the band at the request of the Musical Director or Skunkworks Community Directors
- Providing assistance in the work of any band activities.
- Attending meetings in relation to bands convened by any organisation which receives financial support.

This is a broad definition and means that volunteers who participate in band community activities, such as fundraising and assisting with excursions, are legally protected (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer band work in good faith.

Policy

Skunkworks Community is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Skunkworks Community also recognises the valuable contribution that volunteers provide to our band community and the work that we do the values contribution.

The procedures set out below are designed to ensure that Skunkworks Community volunteers are suitable to work with children and are well-placed to make a positive contribution to our band community.

Becoming a volunteer

Members of our band community who would like to volunteer are encouraged to contact Skunkworks Community via contacttheskunk@gmail.com and follow the process identified in the Volunteers handbook.

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Document Owner:	Skunkworks Community	Review Date:	30/06/2026
		Page 1 of 4	

At times, the Skunkworks Community will ask for volunteers for specific events, and the process for application and relevant performance organiser will be communicated via our communication channels such as email, social media, Facebook or TeamApp.

WORKING WITH CHILDREN

Skunkworks Community values volunteers that assist in our community. To ensure that we are meeting our legal obligations under the Working Screening Act 2020 (Vic) and the Child Safe Standards, Skunkworks Community is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children Clearance (WWCC) or Victorian Institute of Teaching registration (VIT) and may also involve undertaking reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Skunkworks Community is a child safe environment, we will require volunteers to obtain a WWCC or VIT and produce their valid card to a Skunkworks Community Director when signing in for verification in the following circumstances:

- Volunteers who are not parent/family members of any band member are required to have a WWCC Check if they are engaged in child-related work regardless of whether they are being supervised.
- Parent/family volunteers who are assisting with any Skunkworks Community activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity.
- Parent/family volunteers who assist with excursions, performances and camps and similar events, regardless of whether their own child is participating or not.
- Parent/family volunteers who regularly assist in Skunkworks Community activities, regardless of whether their own child is participating or not.

In addition, depending on the nature of the volunteer work, Skunkworks Community may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

NON CHILD-RELATED WORK

On some occasions, parents and other members of the band community may volunteer to do work that is not child related. For example, volunteering on the weekend for fundraising, working bees, band committee, participating in sub-committees that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Skunkworks Community reserves the right to undertake suitability checks, including proof of identity, Working with Children Clearance, at its discretion if considered necessary for any activities or circumstances.

Training and induction

Under the Child Safe Standards, volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Skunkworks Community Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for Skunkworks Community.

Depending on the nature and responsibilities of their role, Skunkworks Community may also require volunteers to complete additional child safety training.

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Document Owner:	Skunkworks Community	Review Date:	30/06/2026
		Page 2 of 4	

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the Skunkworks Community Directors. This will include the requirement to follow the Skunkworks Community policies, including, but not limited to our Child Safety and Wellbeing Policies and our Child Safety Code of Conduct.

Volunteer workers will also be expected to act consistently with Skunkworks Community policies, to the extent that they apply to volunteer workers, including the legalisation relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The Skunkworks Community Directors will determine the level of supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of band members.

The Skunkworks Community Directors have the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether a person is suitable to volunteer with Skunkworks Community.

Privacy and information sharing

Volunteers must ensure that any band member information they become aware of because of their volunteer work is managed sensitively and in accordance with the Skunkworks Community Privacy Policy.

Under these policies, band member information can and should be shared with relevant band volunteers to:

- support the band member's development, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the band member, other band members, staff/volunteers or visitors;
- make reasonable adjustments to accommodate the band member's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to the Child Safety Officer to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the band such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: Child Safety Reporting Process.

Records Management

While it is unlikely volunteers will be responsible for any band records during their volunteer work, any band records that volunteers are responsible for must be provided to Skunkworks Community Directors to ensure they are managed in accordance with the Skunkworks Community Records Management Policy.

Compensation

Personal injury

Volunteer workers are covered by Skunkworks Community insurance if they suffer personal injury while engaging in Skunkworks Community activities.

Public liability insurance

The Skunkworks Community public liability insurance policy applies when a volunteer worker engaged in band work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

Communication of this policy

This policy will be communicated to our school community in the following ways:

- Available publicly on the Skunkworks Community website
- Hard copy available from Skunkworks Community upon request

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Document Owner:	Skunkworks Community	Review Date:	30/06/2026
		Page 3 of 4	

VOLUNTEER POLICY

Further information and resources

Related Skunkworks Community Policies and resources:

- Child Safety Code of Conduct
- Child Safety Reporting Process
- Child Safety and Wellbeing Policy
- Volunteers' Induction handbook
- Privacy Policy
- Records Management Policy

Contacts

For questions about this policy, please send an email to contacttheskunk@gmail.com.