

Adopted: August 2009

Review Date: June 2019

Reviewed and Amended: June 2016

Volunteers Policy

A volunteer school worker refers to a person who voluntarily engages in work for the school without remuneration or reward.

RATIONALE

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

AIMS

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with any support and recognition they deserve.

IMPLEMENTATION

- Volunteers are actively encouraged to participate in school activities, and will be invited to do so.
- Volunteers will be sought formally through the weekly school Newsletter, written invitations and personal approaches, as well as informally through conversations and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for both parents/guardians and grandparents, and opportunities for volunteers to be involved in all classes including specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a competent and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming

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- programs provide a satisfactory police records check prior to their participation
- A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the years.
 - Volunteer workers undertaking school work on behalf of, and with the approval of, the School Council or Principal are indemnified as to their personal liability in similar terms to teachers.
 - If the property or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or School Council may authorise reasonable compensation.
 - Volunteers need to sign in and out and wear a 'Visitors Badge' when performing volunteer duties within the school
 - Volunteers will be required to have a Working with Children Check. The application for this check is an online process (go to <http://www.workingwithchildren.vic.gov.au/>)
 - Information about how to apply for a Working with Children Check will be included in the School information booklet supplied to each family at enrolment.

EVALUATION

This policy will be reviewed as part of the school's review cycle.