

VOLUNTEERS

POLICY

Definition:

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work on a regular basis, at the request of the school.

Rationale:

- Volunteers add significantly to the human resources available to the school, and consequently volunteers 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 the support and recognition they deserve.

Implementation:

- Volunteers are actively encouraged to partake in school activities that will support the school, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers, grandparents, and opportunities for volunteers to be involved in activities that support the school.
- Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.
- 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 or untrained.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Volunteers may be sought to assist with school camps, swimming programs and excursions. School Council requires that volunteers assisting at school provide a satisfactory Working with Children check prior to their participation. See Working with Children Policy.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office daily, and wear a visitors/name badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- A morning tea will provide in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking schoolwork 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.
- A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- If the property owned by, 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.
- Parent helpers who help in class are not deemed volunteers.
- MASK
 - Volunteers will be permitted to assist with staff: child ratios to enhance the services activities.
 - The service may sue voluntary staff to assist, however volunteers cannot relieve or replace paid staff.
 - Volunteers are required to undertake a police check prior to commencement.
 - Volunteers are supervised by a staff member at all times.

- The volunteer provides two referees which are contacted prior to commencement.

Evaluation:

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

This policy was last ratified by School Council on....

August 2015