

## VOLUNTEERS POLICY

### **Definition:**

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work.

### **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 the support and recognition they deserve.

### **Implementation:**

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, our website, social media, written invitations and personal approaches, as well as informally through conversation and opportunity.
- All volunteers will be required to provide a current Working With Children Check (WWC) before being allowed to volunteer in any capacity.
- The WWC check is free to volunteers and applications can be made on line at the following address or lodged at an Australian Post outlet: <http://www.workingwithchildren.vic.gov.au/home/>
- The school will keep a register of volunteers and their WWC card number.
- Volunteers will be required to participate in a short briefing prior to working at the school – Occupational Health & Safety, Privacy, Anti Discrimination, Equal Opportunity etc. to help them carry out their tasks at school in an effective manner and to understand their responsibilities.
- Following the briefing, volunteers will be issued with a name badge and will be required to collect it at the office on their first volunteer visit.
- Volunteers will be required to wear their name badge when volunteering in the school.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including living by our values and 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 offsite school camps provide a satisfactory police check prior to their participation, (no cost to the volunteer) and attend a pre camp meeting, which includes a camp information training session.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- Volunteers will be invited to use staff toilets.
- Volunteer workers on school property are covered by the OH&S Act and hence the school has specific responsibilities concerning their health and wellbeing. 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.
- An informal function with refreshments will be provided in term 4 to thank volunteers for their contributions throughout the year.

### **Evaluation:**

This policy will be reviewed in line with new legislation, regulations and best practice.  
Update approved by School Council in October, 2016