

VOLUNTEERS

POLICY

Definition:

- A Volunteer school worker means a person who without remuneration or reward voluntarily assists in the carrying out of any activities for the welfare of the school, the carrying out of the functions of School Council, or in the work of the school.

Rationale:

- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition
- Students feel more connected to the school when their caregivers contribute their support or labour to the school in some form.

Aims:

- To maximise the number and variety of volunteers who contribute effectively to our school, through recruitment processes which are fair, transparent and non-discriminatory.
- To provide volunteers with the encouragement, effective management, support, training, and recognition they deserve
- To ensure that at no time volunteers, students, or staff are placed at risk, or are asked to participate in something with which they are uncomfortable.

Implementation:

Recruitment & Recognition

- Volunteers are actively invited and encouraged to partake in school activities, and will be invited to do so either formally through the school newsletter, through information leaflets supplied with our School Information packs for new families, written invitations and personal approaches, as well as informally through conversation and parent-teacher interviews.
- The school will endeavour to provide a variety of opportunities for volunteer participation, particularly seeking opportunities to involve those who are likely to need additional encouragement, for example those from culturally diverse backgrounds, fathers, grandparents, and members of the wider community.
- The school will encourage and provide opportunities for volunteers to be involved in classes containing older children or specialist classes, as these areas are often perceived by the school community as not requiring volunteers
- Individuals or groups of volunteers will be recognised where appropriate, either in the newsletter, by a special morning tea, sausage sizzles, or at school assemblies.

Training & Requirements

- All volunteers to be provided with the School Council Volunteers Policy and its Appendices, or have them made available to them.
- Volunteers will be provided with support, and any relevant training necessary to help them carry out their tasks at school in a safe, competent and effective manner.
- The training and supervision of volunteers will be the responsibility of the person in charge of the area in which the volunteer is working.

- Volunteers will be asked to conduct themselves in a manner which conforms to the School Community Code of Conduct which includes the maintenance of a professional, cooperative and confidential working environment.
- Volunteers acting in a supervisory capacity on camps or excursions are supplied with a Guidelines for Parents Attending Camps and Excursions form which they are required to sign
- During school hours Volunteers will be required to register at the administration office on arrival, wear a visitors badge whilst in the school, and sign out on departure. During Working Bees parents and students are required to sign in on arrival
- Volunteers will be invited to use the staff room and Visitors toilet facilities where appropriate.
- Volunteers will not be required to carry out tasks with which they are uncomfortable. For example in accordance with normal school internal controls all handling of fundraising money will require at least two people, or multiples of two, be present during the process.
- Current Working with Children Checks (WWC) will be required by School Council for all volunteers acting in a supervisory capacity, inclusive of camps, swimming programs, or in areas that involve the handling of school or Contractor's funds. eg Canteen Workers.
- Volunteers will be surveyed periodically to assess their satisfaction with their training, and with the task they are performing

Legal issues and responsibilities

- Volunteers engaging in school work within the meaning of the Education Act 1958 and acting in good faith and with reasonable care and diligence in accordance with this policy, the instructions of supervising teachers or staff, the policies of DEECD, the laws of Victoria and the Commonwealth in force at the time and with the approval of School Council are indemnified from personal liability for their acts or omissions.
- A volunteer school worker who suffers personal injury within the meaning of the Accident Compensation Act in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act (Vic.) 1995.
- If the property or the property under the control of, a volunteer is damaged, lost or destroyed in the course of, or arising out of, the carrying out of school work within the meaning of the Education Act 1958, the Minister for Education and Training ("the Minister") may authorise an *ex gratia* payment at the discretion of the Minister, to provide reasonable recompense for the damage, loss or destruction of the property dependent on the circumstances.
- Volunteers are not to photograph or video students in their care except on school owned photographic equipment and with the express consent of a staff member. Such photos/videos are for school use only.

Evaluation

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

- This policy was last ratified by School Council in 2013.