

VOLUNTEERS

POLICY

Definition:

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

Rationale:

Volunteers are an important part of any school programs. To ensure our volunteers and the students have the highest possible outcomes policies and procedures need to be in place.

Aims:

- To engage community volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

Implementation:

- Volunteers are expected to abide by the school rules.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- The school will seek to provide a variety of opportunities for volunteer participation.
- Volunteers will be provided with briefing, support and instruction necessary to help them carry out their tasks at school in a confident, cooperative and effective manner.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Confidentiality is paramount. Volunteers are asked not to discuss any child (positive or negative) with any other person other than school staff.
- Volunteers working with children will be overseen by school staff at all times.
- Volunteers need to have a working with children check. If you are unsure, you may see office staff to help you with the process.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school.
- Volunteers will be recognised each year in the school newsletter and at an assembly with a special morning tea to thank them for their valuable contribution to the community.
- 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 volunteer school worker who suffers injury arising out of or in the course of engaging in any schoolwork is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

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....

March 2019