

POLICY – Volunteers in School

Definition:

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, 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, and will be invited to do so.
- All volunteers must have a current Working with Children Check and this must be recorded at the school office prior to volunteer work being undertaken.
- The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers and grandparents to be involved in classes including specialist classes, camps and excursions.
- Volunteers are requested to undertake work as directed by the teacher in charge. This may include working with children other than those a volunteer may be related to.
- Volunteers are not able to bring children with them when volunteering as this may pose safety risks and be disruptive to the students in the class.
- Persons wishing to volunteer in a classroom are requested to notify the teacher/s concerned in advance to ensure a mutually agreeable time to assist is found. At the teacher's discretion, there may be times when the teacher determines a volunteer is not required. Any concerns relating to this by staff or volunteers can be discussed with the Principal or Assistant Principal to seek a resolution.
- 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.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school and a morning tea will be provided in term 4 to thank volunteers for their contributions.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- 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.
- Past students wishing to visit the school must have prior agreement with the teacher who will be supervising them and parental permission. It is at the teacher's discretion as to whether or not to accept past student as visitors. Teachers agreeing to do so acknowledge their duty of care responsibilities for the past student they supervise.

Evaluation:

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

Ratified by School Council: October 2013

To be Reviewed: 2016

"Nurturing Our future"

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