

Policy Document

Volunteers

Definition:

Volunteer school worker means a person whom, without remuneration or reward, voluntarily works in the school community.

Rationale

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

Objectives

- 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 Ardoch, 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 to be involved in classes of older children or specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them to carry out their tasks at school in a confident and effective manner.
- 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.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps provide a satisfactory Working with Children Check prior to their participation.
- Individual or groups of volunteers will be appropriately acknowledged for their efforts by school administration and staff
- 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.
- It is a requirement that volunteers adhere to privacy and confidentiality guidelines.
- A morning tea will be provided 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 volunteer school worker who suffers injury arising out of or in the course of engaging in any school work may lodge a claim as volunteers are covered by a WorkCover policy with CGU Workers Compensation (Vic) Ltd.



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- All volunteers are required to provide a valid Working with Children Check prior to commencement. The exception to this is parent volunteers working in their children's grade are not required to have a working with children check but if parents work in other grades they are required to provide a valid Working with Children Check prior to commencement.

Evaluation

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

Ratification

Ratified by School Council: May 2013

School Council President: Glen Noble

Principal: Anne McPhee

References: Vic Govt Schools Reference Guide -

http://www.education.vic.gov.au/management/governance/referenceguide/management/6_38.htm

<http://www.eduweb.vic.gov.au/hrweb/employcond/res/crimcheck.htm>

<http://www.education.vic.gov.au/hr/ohs/about/faqscover.htm#H2N10022>