

# **VOLUNTEERS POLICY**

## **PURPOSE**

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

## **GUIDELINES**

- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.
- Volunteers are actively encouraged to partake in school activities, and will be encouraged to do so.
- Volunteers will be sought formally through 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 opportunities for fathers, grandparents and opportunities for volunteers to be involved with all classes including specialists.
- Volunteers will be provided with any support, professional development or instruction necessary to help them 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.
- School Council requires that volunteers assisting with any school activity where they will be working with children (school excursions, swimming etc) should provide a current Working With Children Check prior to their participation. This does not include volunteers under the age of 18 or Work Experience students.
- Individuals or groups of volunteers will be highlighted in the newsletter publicising their contributions throughout the year.
- Volunteers will be required to register at the administration office daily and wear a visitors badge whilst at the school. Volunteers will be invited to use the staffroom and the facilities. Eventually they will be provided with their own space.
- 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 on similar terms as teachers.
- A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Accident Compensation Act 1985, Accident Compensation (Occupational Health and safety Act 1996, Accident Compensation (Workcover Insurance Act 1993, Workers Compensation Act 1958, Occupational Health and safety Act 1985 and the Occupational Health and safety Act 2004

## **Evaluation**

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in May 2014.



COUNCILAPPROVED: \_\_\_\_\_  
DATE: \_\_\_\_\_