VOLUNTEER POLICY

RATIONALE
The school has a long tradition of having volunteers helping within the classroom; at sporting events, excursions, camps, fund-raising events, social events; and on committees.

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

PURPOSE
1. To provide guidelines for the school regarding volunteers.
2. To provide guidelines for volunteers who assist in the school.
3. To comply with DET directives and guidelines.

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

DEFINITIONS
A volunteer school worker means a person, who without payment or reward voluntarily engages in school work.

School work means:
1. Carrying out the functions of the School Council of any Government School Activities for the welfare of any Government School carried out by the Council or any parents’ club or association, or other body organised to promote the welfare of the school, at the request of the Principal or Council
2. Assisting in the work of any Government School
3. Attending DET or Government meetings about Government Schools.

Volunteers are also visitors to the school, and must comply with the School’s Visitor Policy, including registration and health and safety requirements.

GUIDING PRINCIPLES
1. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
2. Volunteers are actively encouraged to participate in school activities and will be invited to do so.

3. Volunteers will be provided with support, professional development or instruction, to help them carry out their tasks at school in a supportive and effective manner.

4. Volunteers are required to carry out tasks in a manner consistent with all school policies, in particular the Code of Conduct and Privacy policies and Visitor Policy.

5. Volunteers will not be required to carry out tasks with which they are uncomfortable, excluding situations where volunteers are within the staffing ratio, e.g., school camps and excursions.

6. 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 (for volunteers) prior to their participation.

7. Volunteers engaged in ongoing programs within the school may also require a satisfactory working with children check (for volunteers) prior to their participation.

8. The contributions of volunteers will be acknowledged in a variety of ways including the school newsletter and school assemblies.

9. Volunteers undertaking schoolwork on behalf of, and with the approval of the School Council, Principal or staff, are indemnified as to their personal liability in similar terms to teachers.

10. A volunteer school worker who suffers an injury arising out of, or in the course of, engaging in any school work is entitled to have the incident reported in Edusafe. Refer to DET Worksafe policy for more information.

To be read in conjunction with the Privacy Policy, the Code of Conduct Policy, and the Visitor Policy.

**REVIEW**
This policy will be reviewed in 2016.