

VOLUNTEERS

POLICY 2017

Definition:

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

Rationale:

- Volunteers add significantly to the human resources available to the school, and consequently they 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.
- 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 caregivers, and opportunities for volunteers to be involved in all classes and special events.
- 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.
- All volunteers above 18 years of age require a Working With Children Certificate to assist with classes and special events.
- Volunteers will be required to register at the administration office daily. Volunteers will be invited to use the staff room and facilities.
- 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 is entitled to be paid compensation in accordance with DET guidelines.
- If the property 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.

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....

September 2017