

### VOLUNTEER POLICY

#### **1. Definition:**

1.1 A volunteer means a person whom without remuneration or reward voluntarily engages in work.

#### **2. Rationale:**

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

#### **3. Aims:**

3.1 To maximise the number and variety of effective volunteers who contribute to our school.

3.2 To provide volunteers with the support and recognition they deserve.

#### **4. Implementation:**

4.1 Volunteers are actively encouraged to partake in school activities, and will be invited to do so.

4.2 Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.

4.3 The school will seek to provide a variety of opportunities for volunteer participation always considering child safety standards.

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

4.5 Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

4.6 Volunteers may be sought to assist with school camps and excursions.

4.7 All volunteers interacting with children require a current Working With Children Check (WWCC) as per the Working with Children Check Act 2005 and must provide evidence of this to the school.

4.8 Volunteers will be required to sign in at the administration office daily, and wear a visitors badge whilst in the school. They also need to sign out.

4.9 Volunteers will be invited to use the staff room and facilities.

4.10 Volunteers will be recognised through our newsletter, assemblies, letters and special morning teas and lunches.

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

4.12 A volunteer 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 Workers Compensation Act 1995.

#### **5. Evaluation:**

5.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 25 October 2017.