

policy VOLUNTEERS

DEFINITION

A school Volunteer means a person whom without remuneration or reward voluntarily engages in school work.

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 fathers, grandparents, and opportunities for volunteers 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 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 with.
- Please refer to volunteers.vic.gov.au for when volunteers require Working with Children's check.
- 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.
- A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
- A volunteer 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.
- 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.

U:\SPS\Policies\Community Partnership\Volunteers.pub