

# VOLUNTEERS

## POLICY

### **Definition:**

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

### **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, including parents, 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, in any classes.
- Volunteers will be given access to support, professional development or instruction as 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 or not capable.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming programs provide a "Working with Children" card prior to participation.
- Volunteers are asked to supply a copy of a current Working With Children's Check or a receipt of the same prior working in the school
- Individual or groups of volunteers may be acknowledged for their contributions to the school.
- Volunteers will be required to register at the administration office to sign in and out.
- A morning tea, and/or thank-you notes, will be provided in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking school work on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability as are teachers.
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.
- People who perform unpaid work in schools under the "Work for the Dole" programme and "Community Work" programmes administered by Centrelink have insurance cover provided by the Federal Department of Education, Employment and Workplace Relations, and may perform work in schools.
- Other Centrelink benefit recipients involved in "voluntary" work in order to fulfil their recipient obligations are **not** covered by an Australian Government insurance scheme and are **not** insured to work in Victorian government schools Wallington Primary School will not accept this group of Centrelink benefit recipients to work as volunteers in unless the appropriate level of insurance is provided by the recipient.

### **Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle.

This Policy was ratified by School Council on

Reference: <http://www.education.vic.gov.au/management/governance/spag/safety/supervision/visitorsinschool.htm>