



# VOLUNTEERS POLICY

This policy has been developed by members of School Council.

<b>Date written:</b>	Mar 2015	<b>Date reviewed:</b>	2015
<b>School Council Ratified:</b>	Nov 2015	<b>Next review:</b>	2018

## PURPOSE

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

To provide volunteers with the support and recognition they deserve.

To ensure that volunteers that have unsupervised access to students have a Working with Children check prior to commencement of work.

'Volunteer school worker' means a person whom, without remuneration or reward, voluntarily engages in school work.

**This policy is to be read in conjunction with Working with Children Check and Criminal Record Checks.**

## IMPLEMENTATION

Volunteers are actively encouraged to participate in school activities and will be invited to do so through the newsletter, school app, written invitation, parent information presentations and personal approaches, as well as informally through conversation and opportunity.

Our school will seek to provide a variety of opportunities for volunteer participation.

Volunteers will be provided with any support, training 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 may require a Working with Children Check and/or DET Criminal Record Check according to the guidelines set out by DET as listed in Working with Children Check and Criminal Record Checks.

Volunteers will not be required to carry out tasks for which they are untrained or with which they are uncomfortable.

Volunteers will be required to 'sign in' and 'sign out' at the administration office daily, and wear a 'visitors' badge while in the school. Volunteers will be invited to use the staff room and facilities.

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Volunteer workers undertaking school work on behalf of, and with the approval of the school council or principal are indemnified as their personal liability in similar terms to teachers.

A recognised volunteer school worker, who suffers injury arising out of, or in the course of engaging in any school sanctioned work, is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

If the property of or the property under the control of a volunteer worker is damaged or destroyed in the course of, or arising out of school work, the Minister of Education or school council may authorise reasonable compensation.

## **EVALUATION AND REVIEW**

The Rosanna Primary School Volunteers Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

## **REFERENCES**

DET School Policy & Advisory Guide (Volunteer Workers) <http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

## **RELATED DOCUMENTS**

### **Policy**

Visitors

Working with Children Check

This document can be found at:  
USER:/Policies/Ratified Policies