

# **VOLUNTEERS POLICY**

## **1. Definition:**

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

## **2. Rationale:**

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

## **3. 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.

## **4. 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.
- Volunteers may be sought to assist with school camps and excursions.
- School Council requires that volunteers provide a satisfactory police records check prior to their participation.
- 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 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 in similar terms to teachers.