



# Carrum Primary School 3385

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## Volunteer Policy

### Definition:

Volunteer school worker 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.
- Volunteers may be sought to assist with school camps and excursions.
- School Council requires that volunteers comply with the requirements of the 'Working with Children' legislation and a copy of details will be kept on file in the office.
- Volunteers will be required to sign in and out 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.
- 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.

### Evaluation:

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

**This policy was ratified by School Council on 8/8/2017**

**Due for review August 2020**