DEFINTION:

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. The school aims to maximise the number and variety of effective volunteers who contribute to our school.

GUIDELINES:

- All volunteers must have a current Working with Children Check.
- Volunteers will be sought formally through excursion notices, written invitations, the newsletter and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be determined by the classroom teacher and/or excursion coordinator. Final decision will be made by the Principal.
- Volunteers will be provided with training before commencing the volunteer role to help them carry out their tasks at school in an 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 beyond their capabilities.
- Volunteers will be required to work with and support all children within a class if requested.
- Volunteers must be invited to support an event or into a classroom by appropriate staff members.
- Volunteers may be sought to assist with school camps and excursions.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the school office on their first volunteer visit. Volunteers will be required to sign the Visitors Book at the office upon arrival and departure each time they enter the school.
- Volunteers will be invited to use staff toilets.
- Volunteer workers undertaking schoolwork 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.
- Should a school evacuation occur and warning sirens are sounded, volunteers should go to evacuation zone immediately.
- A volunteer school worker who suffers injury 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.
- A morning or afternoon tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
- Volunteers will be invited to make use of the Community Room when appropriate.
- Volunteers will not be permitted to use the staff room, unless invited to do so by a member of staff.
- Volunteers involved in the school’s swimming program will be required to sign the Visitor’s Book and travel on the bus to and from the swim venue.

EVALUATION:

This policy will be reviewed annually. Volunteers may be asked to meet with the Assistant Principal or Principal to discuss any issues or problems that have arisen.