



Mill Park Primary School

Volunteers Policy

Responsibility: Year Level

Leaders/ Principal

Revised: 2017

Next Review: 2018

DEFINITION:

Volunteer school worker means a person who 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:

Volunteers:

- must have a current Working With Children Check.
- will be sought formally through excursion notices, written invitations, the newsletter and/or personal approaches, as well as informally through conversation and opportunity.
- will be determined by the classroom teacher and/or excursion coordinator. Final decision in all instances will be made by the Principal.
- Where required, volunteers will be provided with training before commencing the volunteer role to help them carry out their tasks at school in an effective manner.
- are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- will not be required to carry out tasks beyond their capabilities.
- will be required to work with and support all children within a class if requested.
- must be invited to support an event or go into a classroom by appropriate staff members.
- may be sought to assist with school camps and excursions. If attending overnight excursions/camps volunteers must have a current Working With Children Check and Police Check.
- will be required to register at the school office on their first volunteer visit. Volunteers will be required to sign the Parent Helper Sign In Book at the office upon arrival and departure each time they enter the school.
- attending excursions must sign the Parent Helper Sign In Book and wear an identification badge.
- involved in the school's swimming program will be required to sign the Parent Helper Sign In Book and travel on the bus to and from the swim venue.
- may be required to wear a yellow Hi-Vis vest for specific excursions or events.
- will be required to complete an OHS Induction with the classroom teacher and/or excursion coordinator.
- will be provided with a copy of the Child Safe Standards Policy and are expected to sign and adhere to the Code of Conduct.
- are indemnified as to their personal liability in similar terms to teachers when undertaking school work on behalf of, and with the approval of, the School Council or Principal
- should go to the evacuation zone immediately if a school evacuation occur and warning sirens are sounded; following the guidance of the classroom teacher.
- 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 location of an excursion or school event where the work will occur.
- will not be permitted to use the Staff Room, unless invited to do so by a member of staff, and confirmed by the Principal.
- will be invited to make use of the Community Room when appropriate.
- will be invited to use staff toilets.
- will be acknowledged, as individuals or groups, in the newsletter, publicising their contributions to the school.
- will be **invited to attend** a morning or afternoon tea in Term 4 to thank them for their contributions throughout the year.

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.*