



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: Volunteers

PURPOSE

Volunteers add significantly to the human resources available to the school, and consequently volunteers deserve opportunity, effective management, support and recognition.

DEFINITION

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, at the request of the school.

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

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- 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 mothers, fathers, grandparents, and opportunities for volunteers to be involved in classes of all children.
- Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.
- 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 or untrained.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Volunteers must provide a current Working with Children check prior to their participation.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office daily, and wear a visitor's badge whilst in the school.
- Volunteers must comply with the school's Child Safety policies and procedures. These are located on the school website under the school community tab in the policies link (<http://www.saparkorchards.catholic.edu.au/community.php?id=27>) and on the iPad at the front office that is used to sign in.
- A morning tea will provided in term 4 to thank volunteers for their contributions throughout the year.
- 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 owned by, or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Principal may authorise reasonable compensation.

EVALUATION:

The Volunteers Policy will be reviewed every four years or when necessary.

This policy was developed in 2017

The next review will be in 2021