

# Volunteers 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.
- A significant number of school programs require the support of volunteers to ensure their effectiveness and that student safety is maximised.

## 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.
- To ensure that the breadth of school programs can continue in an effective and safe manner.

## IMPLEMENTATION

- Volunteers are actively encouraged to take part in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations by teaching staff and Parents Club and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be provided with any support 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, excursions and sporting carnivals.
- Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in Term 4 to thank the 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.
- A record of the school's volunteers with WWCC will be maintained by the School Administration.
- A volunteer school worker who suffers injury arising 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 Worker's Compensation Act 1995.
- Volunteers are required to adhere to school policies.

### Working with Children Check

- 545 does not require volunteers, who are working in activities at school, in which their children are usually involved, to have a WWCC Check.
- As a consequence parents are not required to undergo a WWCC Check if:-
  - They are volunteering at the Sale Primary School in classroom and Specialist programs where they are supporting programs lead by classroom or specialist teacher.
  - They are volunteering at Sporting Carnivals (545 house carnivals and beyond such as Swimming & Athletics which are coordinated and supervised by teaching staff.)
  - Parents are involved in Parent Club activities such as canteen, Garden Party, stalls etc.

### Sale Primary School requirements

Parents are to provide the school with a valid WWCC Check for the following activities:

- They are to participate in school activities outside the confines of 545 school site, excursions and camps where they are responsible for the care and supervision of students.

- They are responsible for the supervision of students involved in Cross Country Competitions, running around a course.
- They coach or manage a school sporting team participating in:-
  - school or weekend social sporting competitions.
  - Winter Sport or VPSSA Sporting competitions (soccer, football, netball, basketball, cricket)

## **EVALUATION**

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