



Volunteers Policy

Definition:

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in schoolwork.

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 Brochure will be advertised each year and made available to all volunteers.
- 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 working parents/caregivers, grandparents and opportunities for volunteers to be involved in classes R-6, including Specialist Subjects. Volunteers will be required to complete checks as outlined by DfE.
- 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 follow direction of the Teacher in Charge/Staff/SSO.
- Volunteers will not be required to carry out tasks with which they feel uncomfortable undertaking.
- Volunteers may be sought to assist with school camps and excursions. DfE requires that volunteers assisting with school excursions, camps and swimming programs complete a Working With Children Check and Responding to Abuse and Neglect training prior to their participation.
- Individual or groups of volunteers will be recognised regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the Front Office daily and wear a volunteer badge whilst in the school.
- A celebration activity will be provided in term 4 to thank volunteers for their contributions throughout the year.
- If the property or the property under the control of a volunteer worker is damaged or destroyed during or arising out of the schoolwork, the Minister for Education may authorise reasonable compensation.

Evaluation:

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

This policy was last ratified by Governing Council in.....

November 2023

Review: 2026