



## Volunteer Policy

### **RATIONALE**

A Volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Volunteers however must comply with the school's expectations and practices.

### **PURPOSE OF THE POLICY**

To outline the processes that Narre Warren North Primary will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

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

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 enhance the educational programs at the school, to build the partnerships between home and school, to provide opportunities for parent volunteers to develop their skills and become active participants in their children's education.

### **GUIDELINES FOR ACTION**

1. Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
2. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
3. 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 older children or specialist classes.
4. Volunteers will be provided with an appropriate induction as well as any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
5. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment (refer to the school's Volunteer and Confidentiality Policy).

6. Volunteers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact.
7. Volunteers will be expected to respect the professional standing and roles of school staff members.
8. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
9. Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps, excursions and swimming programs provide a satisfactory Working with Children Check (WWCC) prior to their participation (refer to the school's Camping and Excursions Policies).
10. All volunteers who are directly working with children require a WWCC that must be displayed at all times.
11. Volunteers are not to approach classroom teachers on controversial issues. Such issues are to be addressed through the Principal or Assistant Principal.
12. Concerns by staff or parents regarding the work of a volunteer should be raised with the Principal or Assistant Principal. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
13. Volunteers will be required to sign in at the office daily, and wear a visitor's lanyard displaying their WWCC whilst in the school. On leaving the school volunteers are to sign out at the office and return the lanyard.
14. Regular visitors to the school will be informed about school routines including the school's Emergency Management Plan.
15. No volunteers will be allowed to photograph children without parental permission in accordance with the *Privacy Act*. This does not preclude parents photographing their own children at school events such as concerts, assemblies and sporting events.
16. 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.
17. 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.
18. A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
19. This policy will be reviewed as part of the school's three-year review cycle.
20. This policy is to be read in conjunction with our school's Volunteer Policy and the following DET guidelines.

**Volunteers in Schools:**

<https://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>

<https://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>

Ratified by School Council: 13<sup>th</sup> March 2014

Reviewed: 6<sup>th</sup> February 2017

Ratified by School Council: 14<sup>th</sup> February 2017

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