



VOLUNTEER POLICY

Definition:

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

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:

- DET requires all volunteers undertake a Working With Children's Check
- All Volunteers will be expected to adhere to the Child Safe Policy and procedures.
- The Assistant Principal coordinates the volunteer program.
- An orientation including video presentation and tour of the school will be provided.
- The Assistant Principal will be available to address any queries or concerns the volunteer may have with their placement.
- Volunteers will be sought formally through the volunteer week displays in local shopping centres, the Monash Volunteer Resource Centre, advertisements on internet, at tertiary institutions, newsletter, and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation in classroom programs including excursions external to the school, specialist classes, gardening and maintenance jobs.
- Volunteers will be provided with any support, professional development (OH&S, communication, lifting and meal assistance workshops) and 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 policy and 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 and excursions.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.

Provided volunteers have a WWCC, have signed the volunteer registration form and sign the visitors book in the front foyer each time they volunteer at the school, the following covers apply:

- 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.
- 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 Workers Compensation Act 1995.
- If the property 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 Minister for Education or school council may authorise reasonable compensation.