



# ALBANY RISE PRIMARY SCHOOL

## Volunteers Policy

RATIFIED BY SCHOOL COUNCIL: 17<sup>th</sup> May 2017

REVIEW DATE: 2020

### DEFINITION:

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in work at the school. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

### PURPOSE:

- 1.1 To maximise the variety and quality of effective volunteers who contribute to our school.
- 1.2 To provide volunteers with the support and recognition they deserve.

### GUIDELINES:

- 2.1 Volunteers are actively encouraged to engage in suitable school activities, and will be invited to do so.
- 2.2 Volunteers may be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- 2.3 The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for volunteers to be involved in classes of older children or specialist classes.
- 2.4 Volunteers will be provided with required support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- 2.5 Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers provide a satisfactory Working With Children Check (WWCC) prior to their participation.
- 2.6 Volunteers are required to carry out tasks in a manner consistent with school expectations. This includes maintaining a professional, cooperative and confidential working environment.
- 2.7 A volunteer who identifies a concern with their area of activity (eg. classroom) must refer the issue to the teacher in charge in the first instance, and the Principal where appropriate. School discipline procedures and the sharing of information about students' learning and wellbeing to parents, remains the responsibility of school staff.
- 2.8 Volunteers will not be required to carry out tasks for which they lack capacity.
- 2.9 Community members who chose to unofficially attend school activities (eg. Swimming) are expected to adhere to Albany Rise Primary School Values Statement expectations.
- 2.10 Volunteers will be required to register at the administration office daily upon arrival, and wear a visitors badge/lanyard whilst in the school. Volunteers will be invited to use facilities as appropriate.
- 2.11 Volunteer lanyards/ badges with WWCC information will be provided for regular volunteers at the school.
- 2.12 A morning tea will provided in term 4 to thank volunteers for their contributions throughout the year.



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- 2.13 Volunteer Workers who are 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.
- 2.14 All Volunteer arrangements should be verified with the Principal/ Assistant Principal to ensure personal liability, induction and OHS arrangements and activities are clarified.
- 2.15 A 'Volunteer Pack' will be provided for each new or returning volunteer annually, outlining OHS, Child Safe Standards, School Values and the role of the volunteer.
- 2.16 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.
- 2.17 All Volunteers are expected to read and endorse the ARPS Code of Conduct, which is provided each year during induction.

More information:

[http://www.education.vic.gov.au/hrweb/Documents/Suitability\\_for\\_employment.pdf](http://www.education.vic.gov.au/hrweb/Documents/Suitability_for_employment.pdf)

Principal: \_\_\_\_\_

School Council President: \_\_\_\_\_

Date ratified by School Council: \_\_\_17<sup>th</sup> May 2017 \_\_\_\_\_

To be reviewed: \_\_\_\_\_2020\_\_\_\_\_

ARPS POLICY