

KOONDROOK PRIMARY SCHOOL

VOLUNTEER 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 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.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a consistent 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 and excursions. School Council requires that volunteers assisting with school camps and head lice checking, or at any other time that is deemed necessary by the Principal or school council, provide a satisfactory Working With Children checks prior to their participation.
- Individual or groups of volunteers will be highlighted in the weekly newsletter, publicising their contributions to the school.
- Volunteers will be invited to use the staff room and facilities.
- 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.
- Volunteers will be made aware of Child Safe Policy.
- Legislation requires that 'Working with Children Checks' are required for all volunteers not working in a class room with their own child present.

Evaluation:

- This policy will be reviewed in one year.