VOLUNTEERS POLICY

1. Definition:
   • Volunteer school worker means a person whom without remuneration or reward
     voluntarily engages in work at school.

2. Rationale:
   • Volunteers add significantly to the human resources available to the school, and
     consequently they deserve encouragement, effective management support and
     recognition.

3. 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.

4. 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,
     particularly opportunities for fathers, grandparents, and opportunities for volunteers
     to be involved in classes of older children or specialist classes.
   • 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 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 provide a satisfactory police records check
     prior to their participation.
   • 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.
   • A morning tea will provided in term 4 to thank volunteers for their contributions
     throughout the year.
   • Volunteer Workers undertaking school work 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.