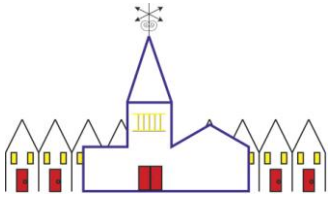


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# WALES STREET PRIMARY SCHOOL



## VOLUNTEERS POLICY

***Policy No: 2.3***

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### **DEFINITION**

A volunteer at the school is defined as a person whom without remuneration or reward voluntarily engages in work at the school, namely:

- The carrying out of the functions of the council of a state school;
- The carrying out of activities for the welfare of a state school by the council or a parent's club or association;
- The giving of assistance in the work of a government school.

### **RATIONALE**

The school has a long tradition of having volunteers helping within the classroom; at sporting events, excursions, fund-raising events, social events; and on committees and recognises the contribution made by volunteers .

Volunteers add significantly to the human resources available to the school and consequently deserve encouragement, support and recognition.

This policy aims to outline how the school will encourage and recruit volunteers and also how the school will manage and protect the rights and responsibilities of volunteers at this school.

### **AIMS**

- To establish a protocol to encourage volunteering
- To provide guidelines for the school regarding volunteers.
- To provide guidelines for volunteers who assist in the school.
- To comply with DEECD directives and guidelines

### **GUIDELINES FOR IMPLEMENTATION**

1. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
2. Volunteers are actively encouraged to participate in school activities at Wales Street Primary School, and will be invited to do so.
3. The principal of the school may terminate any invitation to a person to assist the school as a volunteer.
4. A volunteer will at all times comply with any direction or instruction given to him/her by the principal.

5. Volunteers who come into contact with students at the school will be required to do so under the direction of the classroom teacher.
6. Volunteers should maintain an appropriate standard of conduct at all times; this includes speaking style/language, respect for personal space and care with any physical contact.
7. Volunteers are required to carry out tasks in a manner consistent with all school policies, in particular the Emergency Management and Privacy policies.
8. Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.
9. Volunteers will not be required to carry out tasks with which they are uncomfortable.
10. Volunteers will be expected to respect the professional standing and roles of school staff members.
11. School Staff members and volunteers will be expected to treat each other with respect.
12. The School's emergency management procedures will ensure that volunteers within the School at the time of any emergency or practice drill will be recognised and be appropriately cared for by the staff member with whom they are working.
13. Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps have a current \*Working with Children Check. (WWC) This is currently free for volunteers. A WWC is required for those volunteers working with children alone and unsupervised by a teacher
14. Volunteers 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.
15. Volunteers will be required to register at the administration office daily and wear a volunteers badge whilst in the school.
16. The contributions of volunteers will be acknowledged in a variety of ways including the school newsletter, school assemblies and a morning tea.
17. A volunteer who suffers an 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.

18. If the property of, or the property under the control of, a volunteer is damaged or destroyed as a result of their participation as a volunteer, the School Council may authorise reasonable compensation.

19. Any area of concern from, or about, volunteers regarding their work should be discussed with the appropriate team leader (person organising the event), the principal or the assistant principal. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.

20. Volunteer Induction:

Volunteers will undergo an induction program appropriate to the specific requirements of the volunteer role.

## REFERENCE

See also:

- Visitors Policy
- Emergency Management Policy
- Privacy Policy

Relevant sections of Victorian Government Schools Reference Guide  
[www.education.vic.gov.au/management/governance/referenceguide/](http://www.education.vic.gov.au/management/governance/referenceguide/)

## Glossary

### WWC

\*The WWC Check is a minimum checking standard set by the *Working with Children Act 2005* for those who work with children, either on a paid or voluntary basis.

To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.

**Note:** Parents who volunteer in activities that their child is participating in, are exempt from obtaining a WWC Check.

Reference:

<http://www.education.vic.gov.au/management/governance/spag/community/volunteers/default.htm>

## Evaluation

This policy will be reviewed as part of a 3 year cycle.