

Yarrabah School

VOLUNTEERS

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 must maintain the confidentiality of any employee or student information.
- Volunteers must abide by the school code of conduct.
- Volunteers are actively encouraged to partake in a variety of school activities, and will be invited to do so.
- Volunteers will be sought formally through invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in an 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 excursions.
- DET and School Council requires that volunteers assisting with school programs provide a Working With Children Certificate – Volunteer 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.
- 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.
- Volunteers will not undertake toileting or support students with mealtime assistance.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

April 2018

Revision Record

Date	Version	Revision description
<u>27/03/2018</u>	<u>1.2</u>	Added 2 nd and 12 th point in implementation
19/4/2018		Ratified