



Glenroy Central
Primary School

VOLUNTEERS POLICY

Approved by School Council:
September 2017

Review: September 2020

Definitions:

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. School work means:

- carrying out the functions of school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school or kindergarten
- attending meetings in relation to government schools convened by any organisation which receives government financial support.

Aims:

- To maximise the number and variety of effective volunteers who contribute to the school
- To provide volunteers with the support and recognition they deserve

Implementation:

- Volunteers are actively encouraged to participate in school activities.
- Volunteers will be sought formally through the newsletter, written invitations and informally by personal approaches.
- The school will seek to provide a variety of opportunities for volunteer participation.
- Volunteers will be provided with the support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers will be 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 or untrained.
- Volunteers may be sought to assist with school camps, excursions and other 'child related work.'
- Volunteers for child related work are required to provide a current Working with Children Check prior to their participation at the school as a volunteer.
- A parent who volunteers in relation to an activity in which his or her child is participating or ordinarily participates (e.g. the child's reading) the parent is required to have a Working with Children Check in relation to that work.
- If a parent volunteers in an activity that his or her child does not ordinarily participate in, then he or she must apply for and obtain a Working with Children Check.
- Police officers and registered teachers who volunteer for child related work are exempt from a working with children check.
- All Volunteers will complete the induction process which includes information about the school's Emergency Management Procedures and the Child Safe Standards.

- Volunteers are required to register at the administration office daily and wear a visitors' badge whilst in the school.
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.

Evaluation:

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