



Date written: 2003  
School Council Ratified: 15<sup>TH</sup> May 2017

Date reviewed: 2017  
Next review: 2020

**This policy has been developed by members of School Council.  
This includes both parent and DET representatives.**

### **DEFINITION**

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work.

### **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 support and recognition they deserve.

To ensure that volunteers that have unsupervised access to students have Working with Children check prior to commencement of work.

**This policy is to be read in conjunction with Working With Children Check and Criminal Record Checks.**

### **IMPLEMENTATION**

Volunteers are actively encouraged to participate in school activities and will be invited to do so through the newsletter, written invitation and personal approaches, as well as informally through conversation and opportunity.

Our 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 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 may require a Working with Children Check and/or DET Criminal Record Check (parents working with their own children or within a classroom setting do not require such checks) according to the guidelines set out by DET as listed in Working with Children Check and Criminal Record Checks.

Volunteers will not be required to carry out tasks with which they are uncomfortable and untrained.



Volunteers will be required to 'sign in' and 'sign out' at the administration office daily, and wear a "visitors" badge while in the school. Volunteers will be invited to use the staff room and facilities.

A morning tea will be provided in term 4 to thank volunteers for their contribution throughout the year.

Volunteer workers undertaking schoolwork on behalf of, and with the approval of the school council or principal are indemnified as their personal liability in similar terms to teachers.

A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned 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 school work, the Minister of Education or school council may authorise reasonable compensation.

### **REFERENCES**

DET School Policy & Advisory Guide (Volunteers Workers)

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

### **EVALUATION & REVIEW**

The Greenhills Primary School Volunteers Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.