

## **VOLUNTEERS POLICY**

### **Aims and purpose of policy**

To maximize the number and variety of effective volunteers who contribute to Altona Green Primary School, and to provide volunteers within Altona Green Primary School with the support and recognition that they deserve.

### **Definition**

#### **What is a Volunteer school worker?**

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.

### **Implementation of volunteers policy**

- Volunteers will be sought through many ways. This will include school newsletter, written invitation and personal approaches. Volunteers can also come onboard at Altona Green Primary School through conversation and opportunity.
- Altona Green Primary School will seek to provide a variety of opportunities for volunteer participation, including all family members within classroom and specialist situations.
- Volunteers at Altona Green Primary School are actively encouraged to partake in school activities and are at any time invited to do so as numbers allow.
- All persons who wish to volunteer within Altona Green Primary School must respect the school Code of Confidentiality at all times, and be consistent with the schools Professional and cooperative working environment
- Volunteers at Altona Green Primary School will be required to undertake an information session with the principal to assist them to carry out their volunteer role in a confident and effective manner. Professional development and instruction will be made available as necessary.

- Volunteers will be required to register at the school office, and wear a visitors badge whilst in school or school grounds. Volunteers at Altona Green Primary School are invited to use staffroom and facilities.
- Volunteers will be expected to work under the guidance / direction of a staff member.
- Volunteers will be expected to maintain confidentiality at all times. They are not to discuss any sensitive, personal matters they witness, see or hear at the school.
- Staff and School Council to acknowledge work of volunteers as the need arises.
- Altona Green Primary School Council requires that all volunteers assisting at school camp, excursions and swimming programs provide a satisfactory working with children check, before any participation as per working with children check guidelines
- Volunteers with children under school age will need to make arrangements for child care so that they are still able to assist in the classrooms and on excursions.
- Volunteers will report any discipline matters or concerns to teaching staff immediately, thereby allowing staff to deal with the matter according to school guidelines. Volunteers do not have the right to discipline children within the school.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of Altona Green Primary School Council are indemnified as to their liability in similar terms of teachers.
- A volunteer school worker who suffers 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

Endorsed by school council: August 2009