

Volunteers in Schools Policy

UNDERLYING PRINCIPLES

The school and its children benefit greatly from the efforts of volunteers, and this is consistent with the Mission statement, which speaks of a partnership between school and home. We believe that while it is highly desirable to expand the use and the roles of volunteers in the School, the School must exercise its responsibility with respect to the safety and well being of students, staff and volunteers and visitors.

PROCEDURES

- 1: Activities arranged by School staff and undertaken by visitors or volunteers must be planned and conducted in a manner that is within the scope of ability and expertise of those people, and does not threaten the health or welfare of students.
- 2: Badges shall be issued to visitors. This will provide easy identification of those people, and bring into question any persons on School grounds not wearing an appropriate badge.
- 3: Staff shall avail themselves of the 'School Volunteer Handbook' to determine what procedures need to be followed.
- 4: Registered Volunteers are required to have a police check (as per Police Check Policy), and a short training session that informs them of their rights and responsibilities.

BASES OF DISCRETION

- 1: Volunteers or visitors under the direct supervision of a staff member (eg a tour of the School, helping with reading) need not wear a badge.
- 2: Procedures will be determined by the type of volunteer work being undertaken, as per Volunteer Handbook.

RESOURCES

- 1: The School shall maintain a supply of badges for volunteers and visitors.
- 2: A 'School Volunteer Handbook' is to be made available where appropriate; topics include the philosophy, selection process, scope and sequence, responsibilities, confidentiality, mandatory reporting, duty of care, sexual abuse and OHSW. Additionally it provides information regarding a code of ethics and a volunteer agreement, as well as the process for obtaining a police check. This document is available from the Front Office of the School.
- 3: A copy of the Volunteers Handbook can be downloaded from the School's website .
- 4: The School Counsellor shall maintain a register of registered volunteers. This list is available to staff on the School's intranet.

REVIEW DATE August 2008

SIGNED



DATE 26th August 2007