

VOLUNTEERS

NARANGA SCHOOL 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, training and recognition.

Aims

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the training, support and recognition they require.

Implementation

- Volunteers are encouraged to partake in school activities and will be invited to do so.
- Volunteers will be sought formally through the newsletter and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be provided with induction (see Induction policy) support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers will be provided with a Naranga School Volunteer handbook that outlines their roles and responsibilities.
- 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.
- School Council requires that volunteers assisting with school programs provide a satisfactory Working with Children Check prior to their participation.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school.
- 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.
- 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 Accident Compensation Act 1985.
- The Department of Education and Training (DET) does not hold insurance for personal property brought to schools by volunteers. This may include mobile phones, electronic games, calculators, and cars parked on school premises. The DET has no capacity to pay for any loss or damage to such property.
- Volunteers will be encouraged to use the lockers provided.

Evaluation

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

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

March 2016