



SHERBOURNE PRIMARY SCHOOL

VOLUNTEERS 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 and recognition.

Aims:

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.
- To establish protocols and procedures to effectively monitor and manage volunteers and visitors, whilst not compromising the open and inviting nature of Sherbourne Primary School.
- To provide a safe and secure environment for the students, staff, parents and resources of Sherbourne Primary School.

Implementation:

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The 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.
- A sheet of guidelines for Parent Helpers will be distributed to all helpers.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps provide a satisfactory Working with Children Check prior to their participation. School Council must formally approve volunteers participating in camps.
- All volunteers who are engaged in child-related work will require a current Working with Children Check.
- Volunteers will be required to sign in at the front office or in the classroom and wear a Visitor badge whilst in the school.
- Parents/volunteers in classrooms or excursions must have viewed and agreed to the SPS Child Safe Code of Conduct.
- The school's emergency management procedures will ensure that volunteers within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- Volunteers will be invited to use the staffroom and facilities.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- 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 Workers Compensation Act 1995.

REVIEW CYCLE

This policy was endorsed by School Council	August 2017
Due for review:	August 2020