

LALOR EAST PRIMARY SCHOOL

VOLUNTEERS POLICY

A Volunteer worker in a school is someone who works without remuneration or reward and engages in work at the school. Volunteers add significantly to the human resources available to the school and as a result deserve encouragement, effective management, support and recognition.

Aims

- to maximise the number and variety of effective volunteers who contribute to the school
- to provide volunteers with the support and recognition they deserve
- to strengthen home – school and or home – community partnerships.

Guidelines

- volunteers are actively encouraged to take part in school activities and will be invited to do so
- volunteers will be formally sought through the school newsletter, written invitations, and personal approaches as well as through informal conversations
- all volunteers **MUST** have a Current Working with Children Check which needs to be registered at the office before the volunteer can work in the school
- the principal and or their delegate may terminate any invitation to a person who is volunteering within the school
- a volunteer will at all times comply with any direction or instruction given to them by the principal or their delegate
- volunteers will be provided with an appropriate induction and any support necessary to help them carry out their tasks at school confidently and effectively
- 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 expected to carry out tasks with which they are uncomfortable or untrained
- volunteer school workers are not liable in any civil proceedings for anything done or not done in good faith in providing a community service
- volunteers may be sought to assist with excursions. It is a requirement that volunteers who assist with excursions and camps provide a satisfactory Working with Children check prior to their participation
- volunteers will be required to register at the front office daily and wear a visitors badge while within the school
- a morning tea will be held in term 4 to thank the volunteers for their contributions throughout the year
- volunteer workers undertaking school work on behalf of and with the approval of school council or principal are indemnified as to their personal liability in similar terms to teachers
- a recognised volunteer school worker who suffers any injury arising out of the course of engaging in school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

Evaluation

This policy will be reviewed as part of the school's three year cycle

Policy approved at School Council: August 2014

Policy review date: August 2017