



# VOLUNTEER POLICY

## Definition:

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. **School work means:**

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing any assistance in the work of any school

**Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, at the request of the school.**

## Aims:

- To maximise the participation of effective volunteers who contribute to our learning community
- To provide volunteers with the support and recognition they deserve.

## 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, including classroom support, participation in incursions/excursions, the Sport and Swimming Programs.
- Volunteers will be provided with appropriate support and/or instruction 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.
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work.
- If a volunteer school worker suffers damage to his or her property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances.
- **School Council requires that volunteers working directly with children in the school provide a satisfactory Working with Children check prior to their participation.** Applications are available from any Post Office.
- **Volunteers will be required to sign in and out at the administration office daily, and wear an UPPS lanyard whilst in the school.**

## Evaluation:

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

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

**June 2013**