

## Volunteer Policy

### General Statement:

Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

### 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 or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support.

This is a broad definition, and means that volunteers who participate in school community activities, such fundraising and assisting with excursions, are well protected from legal action by others.

**Important:** "Voluntary" work carried out to meet Centrelink requirements

People who perform unpaid work in schools under the "Work for the Dole" programme and "Community Work" programmes administered by Centrelink have insurance cover provided by the Federal Department of Education, Employment and Workplace Relations, and may perform work in schools.

Other Centrelink benefit recipients involved in "voluntary" work in order to fulfil their recipient obligations are **not** covered by an Australian Government insurance scheme and are **not** insured to work in Victorian government schools. Schools may not accept this group of Centrelink benefit recipients to work as volunteers in Victorian government schools.

## Rationale:

- Volunteers add significantly to the human resources available to our school. Consequently, volunteers deserve encouragement, effective management, support and recognition.

## Aims:

- To maximize the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

## Implementation:

- The Volunteers are actively encouraged to partake in school activities, and will be invited to do so. They are required to have a Working with Children's check.
- 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 an appropriate induction as well as 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.
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Individual or groups of volunteers will be highlighted in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.

A Volunteer Coordinator will coordinate the program

## Evaluation:

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

Ratified by School Council: \_\_\_\_\_

Review Date: \_\_\_\_\_

School Council President

Jackson School Principal