

ALVIE CONSOLIDATED SCHOOL



VOLUNTEERS POLICY

1. BACKGROUND

Voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for the benefit of students. Volunteers deserve encouragement, effective management, support, and recognition.

2. PURPOSE & AIMS

- To maximise the number and variety of effective volunteers who contribute to our school.
- To encourage volunteers from both the school community and the wider community to engage and assist within our college educational programs.
- To provide volunteers with the support and recognition of their services and assistance
- To ensure that volunteers involved in activities with potentially high levels of student contact are of sound character and have been deemed suitable to volunteer in school, especially in terms of providing a specialised service or skills where assisting.

3. PRINCIPLES

The Principal, as the Executive Officer of School Council, has the authority to require volunteers to undergo a WWCC Check and/or a CRC irrespective of whether the person is exempt from the Act.

- **Criminal Records Checks (CRC)** are conducted by the DEECD for suitability for employment purposes. A CRC differs from a Working With Children Check (WWCC). See References for more information.
- **Working With Children Check (WWCC)** are mandatory for all non-teaching based school employees and volunteers. The WWCC is valid for up to five years, however it is monitored on a regular basis. WWCC are not required for one off or intermittent Volunteering, or where a volunteer is working in the classroom of their own child/children.
- Volunteer WWCC's will be kept on file within the college. The results of all CRC's and WWCC's are strictly confidential.
- Parents attending activities with high level student contact such as camps are required to have a WWCC irrespective of whether their own child is a participant.
- Volunteers who are in charge of an individual or group of students on a regular basis are required to hold and present to the college a current WWCC.

4. IMPLEMENTATION

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so. Volunteers can assist with classes as per invitations of the classroom teacher.
- Volunteers will be sought formally through the Alvie newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers will be expected to carry out their tasks at school in a confident and effective manner.
- The supervising teacher will direct the work and be ultimately responsible for any student discipline issue, not the volunteer.
- Volunteers will be required to register at the administration office on any day of attendance, and wear a visitors badge whilst in the school, signing in and out as required.
- An induction program will be provided to all regular volunteers.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers must not supervise students on their own.
- 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 may be sought to assist with school camps and excursions.
- Staff and Volunteers are expected to treat each other with respect at all times.
- Volunteers should not approach classroom teachers on perceived controversial issues. Any issues should be raised with the Principal or Assistant Principal.
- Concerns by staff or parents about the work of a volunteer (including their suitability) are to be raised to the Principal or Assistant Principal immediately.
- Individuals or groups of volunteers will be highlighted in the newsletter, publicising and acknowledging their valued contributions to our school.
- The Principal, school council or teacher (in consultation with the principal) may terminate or deny any invitation of assistance of a volunteer at any time
- 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.
- If the property of or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation, as with a person employed by DEECD.
- A morning tea will be provided each term to thank volunteers for their contributions to our college.

5. EVALUATION

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

DEFINITIONS:

Definition of volunteer

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.

REFERENCES:

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx>

DATE RATIFIED

9TH SEPTEMBER 2015

DATE FOR REVIEW

SEPTEMBER 2018

Richard Szmidel
Principal

Liz McLeod
School Council President



ALVIE CONSOLIDATED SCHOOL 6201 SCHOOL VOLUNTEER AGREEMENT

Name:

Phone:.....

Email:.....

As a volunteer at Alvie Consolidated School I agree to:

1. Work as a volunteer in the area/s of
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the volunteer policy which may include providing the college with a Criminal Records Check and a Working With Children Check

As a volunteer

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety & welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed

Date

SCHOOL PRINCIPAL (OR DELEGATE)

Signed

Name

Date

Title