



# ST MARY'S CATHOLIC PRIMARY, ASCOT VALE VOLUNTEERS POLICY

July 2016

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: *"Each child has the right to feel happy, safe and valued"*. We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

Volunteers working within the school on a regular basis must have a Working with Children Check (WWCC) commencing 2008.

## **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.

## **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, particularly opportunities for fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- 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.

- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with school camps and excursions. Volunteers assisting with school camps and swimming programmes are to provide a satisfactory working with children check prior to their participation.
- 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 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 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.

**EVALUATION:**

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