

## VOLUNTEERS POLICY

### Policy Statement

Parent and community volunteers add significantly to the human resources available to the College, and consequently they deserve encouragement, support and recognition.

### Our College will:

- Maximise the number and variety of effective volunteers who contribute to our College.
- Provide volunteers with the support and recognition they deserve.

### Implementation:

- Volunteers are actively encouraged to be involved in College 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 College 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 condiment and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with College 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. College Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory police records prior to their participation.
- Individual or groups of volunteers will be highlighted each week in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- A morning tea and/or other recognition will be provided to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking school work on behalf of, and with the approval of, the College Council or principal are indemnified as to their personal liability in similar terms to teachers through the DEECD procedures.
- All volunteers must meet the requirements of the Working with Children Check. A copy of the card must be sighted and a copy retained prior to volunteering.

### Evaluation

This policy will be reviewed as part of the College's four year review cycle.

<b>Date Implemented</b>	Week 3 – Term 2 - 2014
<b>Approval Authority (Signature and date)</b>	<i>Sharon Pym</i> 23/5/2014
<b>Date Reviewed</b>	Week 3 – Term 2 - 2014
<b>Responsible for Review</b>	College Principal
<b>Review date</b>	Week 7 – Term 4 - 2017