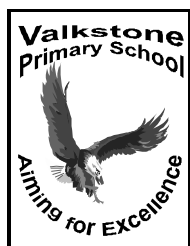


Valkstone Primary School, No. 4778



VALKSTONE STREET, EAST BENTLEIGH 3165

Telephone: 9570 3986

Facsimile: 9579 4423

Homepage: www.valkstoneps.vic.edu.au

Email: valkstone.ps@edumail.vic.gov.au

ABN: 19 780 603 196

Address correspondence to P.O. Box 101, East Bentleigh 3165

VOLUNTEERS POLICY

PURPOSE

Volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition. We aim to:

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

SCOPE

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

POLICY

- 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 volunteers to be involved in school activities. Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.
- Volunteers will be required to sign the 'Memorandum of Understanding'.
- 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.
- Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- School Council requires that volunteers assisting with school activities provide a current 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.
- Volunteers will be recognized for their contributions throughout the year.

- Volunteer workers are covered by the Department's Workers Compensation policy (in accordance with the Workers Compensation Act 1995) if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.

The school has the right of rejection of a volunteer.

EVALUATION

- This policy will be reviewed as part of the school's four-year review cycle.
- The number of volunteers and registered parent helpers supporting the school programs each year.
- School Council reviews the list of volunteers annually.

REVIEW CYCLE

This policy reviewed and accepted by School Council in 2017 and is scheduled for review in 2021.