
Policy: Volunteers
School: Benalla P-12 College
Section: General 1.2
Version: Three

Volunteers

Agreed Understandings

1. Volunteer school worker means a person whom without remuneration or reward voluntarily engages in work within the school.
2. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.
3. Volunteers will be recruited to improve and extend the social and emotional wellbeing of the students. They will provide an important link with the community.
4. We should aim to maximise the number and variety of effective volunteers who contribute to our school.
5. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

Guidelines

1. Volunteers are actively encouraged to support school activities, and will be invited to do so.
2. The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for parents, grandparents and community members to be involved in all classes.
3. Volunteers will be provided with support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
4. Volunteers may be sought to assist with school camps and excursions.
5. Under the *Working with Children Act 2005*, only people engaging in 'child-related work' must apply for and pass the Working with Children (WWC) Check. Not everyone whose work brings them into contact with children will need to apply for a WWC Check.
Volunteers need to apply for and pass the WWC Check if you meet **all** of the following criteria:
 - a. the work or volunteer role involves contact with children in connection with one of the 20 listed child-related occupational fields
 - b. prospective volunteers volunteer or do this work on a regular basis
 - c. volunteers have direct contact with children under 18 years of age and are not directly supervised
 - d. volunteers do not qualify for an exemption from the need for a WWC Check.
6. Volunteers on school camps and excursions will be required to have a Working with Children Check.

7. Individual or groups of volunteers should be acknowledged for their contribution through letters of thanks, special morning teas, newsletter articles, and other media sources.
 - a. Volunteer Workers undertaking school work on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability. 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.
 - a. Volunteers should be made aware of emergency procedures by the staff member responsible for them, and undergo a formal induction at the campus at which they are working.
8. If any property owned by volunteers is damaged, lost or destroyed in the course of, or arising out of the volunteering, there is no compensation from DET nor the school. Volunteers should be made aware of this.
9. Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

Implementation

- a. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- b. Volunteers may be recruited and trained by Tomorrow Today members as part of the 'Reading Buddies Program' in Benalla.
- c. Volunteers will be required to sign the 'sign in' book located at the administration office daily, and wear identification whilst working with students. Volunteers will be invited to use the staff facilities.

Date of ratification by School Council: 24 August, 2015

Recommended date for review: August, 2017

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date Implemented	July 2012
Reviewed and Amended Version One:	July 2014
Reviewed and Amended Version Two:	July 2015