

VOLUNTEERS

TAWONGA PRIMARY SCHOOL POLICY

Definition:

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

Rationale:

- Volunteers add significantly to the human resources available to the school, and consequently volunteers 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.
- To assist with the running of the school and its programs in a wide variety of ways.
- To assist with the running of school council and sub-committees.

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 mothers, fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- 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 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.
- Volunteers may be sought to assist with school camps and excursions through an expressions of interest process. The final decision will lie with the Principal, who will use professional judgement in terms of seeking the best possible outcomes for the students when deciding whether or not to accept an offer.
- Volunteers in educational activities will work under the direction of supervising teachers.
- It is anticipated that there will be times when a general invitation has been issued to assist with a camp or excursion and there are more suitable responses than places available on the trip. In this case the principal will make a decision as to which parents/guardians will go at a predetermined time (normally 14 days in advance of the event) using the following guidelines:
 1. Parents with pre-schoolers or other non-TPS children in tow will generally not be taken.
 2. The particular skills of the parents who have kindly volunteered is considered (eg skiing ability; first aid experience or qual'n; ability to assist with the management of groups of children; ability to assist with transport).
 3. There may be circumstances when teachers feel that a student will benefit from being independent of his/her parent.
 4. Volunteers need to be willing and able to assist with other children as well as their own.
 5. Students with a special need may be *more* likely to benefit from a parent on the trip.
 6. Where the factors above do not determine who will accompany the students then the attendance at excursions may be shared amongst available volunteers over time.

- All volunteers must provide a satisfactory Working with Children Check and sign the school's Code of Conduct.
- Volunteers are highly encouraged to provide a completed *Confidential Medical form*.
- Volunteers need to consider the demands of the activities and skills required when accepting an offer to assist with school programs. Volunteers need to be physically able to perform any task e.g. skiing, walk, surfing depending on the event. Volunteers with pre-existing injuries or illness are encouraged to disclose this with the school.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to respect the work place of Tawonga Primary School employees.
- Volunteer school workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work.
- If a volunteer school worker suffers damage to their property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances.
- Volunteers will be asked to respect the confidentiality around events involving other children within the classroom or camp with which they are assisting. Volunteers working on a regular basis (eg assisting in the classroom or with a sport program), and volunteers assisting with any overnight camp will be asked to sign the following confidentiality agreement:

Tawonga Primary School – Confidentiality agreement for Volunteers

As a volunteer assistant working on a school camp, excursion, sporting or classroom program, I understand the need for confidentiality. I understand that I am likely to witness incidents concerning the behaviours and/or abilities of children other than my own, and agree to respect the teacher's judgement in dealing with any issues, and to respect the confidentiality around incidents involving children other than my own.

Name Activity (eg camp)

Signature Date

Evaluation:

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

This policy was last ratified by School Council on....

June 2017