


<i>Policy: Volunteers' Policy</i>		
Date of Review:	Bright P-12 College Council	Date Approved: 15 th March 2018
Responsible for review: <i>Assistant Principal</i>	Policy 	Approving Authority: College Council
Associated Processes:	Reference Guide:	Associated Documents: Volunteer's Checklist Form

Rationale

All schools greatly appreciate volunteers who assist positively with the implementation of the school's programs. Volunteers however must comply with the schools' expectations and practices.

Aims

- To enhance the educational programs of the school
- To build the partnerships between school and home
- To encourage parents to become active participants in their children's learning.

Guidelines

- Our school encourages the voluntary assistance of helpers in a variety of areas.
- Invitations for volunteers to assist in the school's programs will be regularly made via the school's newsletter, COMPASS, Skoolbag or through personal requests.
- Volunteers for short-term projects such as day excursions, helping with reading, assistance with fair activities, working bees etc. will all be briefed by the teacher in charge as to their roles and responsibilities etc. prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Volunteers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will be required to undertake appropriate training, this would include camp briefing or parent helper session.
- The school will conduct formal programs such as "Classroom Helpers" to skill and recruit volunteers.
- Volunteers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- Concerns relating to volunteers will be addressed by Assistant Principal's or Principal.
- All volunteers will be required to sign in at the school office prior to volunteering in the school in the Volunteer's/Visitors Sign-in Book.
- Volunteers are to be treated in accordance with the school's Volunteer's Policy.
- Volunteers must hold and provide a copy of a current Working with Children Check in accordance with the Bright P-12 College Working with Children Checks Policy.
- Volunteers must read and sign the Bright P-12 College Code of Conduct and the Child Safe Policy.

Implementation

Bright P-12 College Responsibilities

- Notice to be put out at the beginning of the school year, requesting parents who are interested in volunteering in school activities to obtain a Working with Children Check.
- A record of volunteers who have a current Police Check or Working with Children Check, will be kept at the office.
- Volunteers are actively encouraged to partake in school activities and will be invited to do so.

Areas of possible assistance include:

- Excursions
 - Incursions
 - Guest speakers
 - Cooking
 - Classroom Helpers
 - In-school Sport
 - School Camps
 - External Sport
 - Reading Parent Program
 - School council / committee membership
 - Fundraising activities
 - Canteen
 - Working Bee
- 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.
 - Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks in an effective manner.
 - All volunteers must sign the Child Safety Policy and the Bright P-12 College Code of Conduct.
 - Individual or groups of volunteers may be highlighted each week in the newsletter, publicising their contributions to the school.
 - 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 school council or principal are indemnified as to their personal liability in similar terms to teachers.
 - A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
 - If the property or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation.

Volunteers Responsibility

- 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.
- School Council requires that volunteers assisting with school camps and excursions provide a satisfactory Police Check or Working with Children Check, prior to their participation.
- Volunteers will be required to register at the administration office daily and wear a visitor's badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- Volunteer concerns should be addressed to the Assistant Principal's or Principal via the front office.
- Read and complete the Volunteer's Checklist Form. Provide front office with a copy of the form along with all required documentation and evidence.

Other Polices to be read with this policy:

Bright P-12 College Code of Conduct

Bright P-12 College Child Safety Policy

Bright P-12 College Working With Children's Check

Supporting Documents:

Volunteer's Checklist Form

Volunteer's CHECKLIST Form
Bright P-12 College

Name:	Date:	
Signature:		
ACTION	Check	Date
I have read Bright P-12 College's Child Safe Policy?		
I have read Bright P-12 College's Volunteer's Policy?		
I have read Bright P-12 College's Working With Children Check Policy?		
I have read and signed the Bright P-12 College's Code of Conduct?		
I have provided Bright P-12 College with a signed copy of the Code of Conduct?		
I have provided Bright P-12 College with a photocopy of my WWCC?		
I have provided Bright P-12 College with a copy of other evidence? (exemption only – see WWCC Policy)		