



# THE LAKES SOUTH MORANG P-9 SCHOOL

## **Volunteers**

The Lakes P- 9 School actively seeks volunteers to provide assistance in the many programs operating at the school. Volunteers come from many diverse areas such as parents, grandparents, the unemployed, the City of Whittlesea volunteer register, secondary and tertiary students, parents of ex students and friends of The Lakes School.

All people who volunteer to assist The Lakes P-9 School have to undertake a staff briefing of 30 minute training session. This is to ensure clarity of expectations and our duty of care for students. The 30 minute training session covers areas such as Privacy Legislation, Occupational Health and Safety, The Equal Opportunity Act. Specific assistance and training is provided by staff to suit the expectations of the various volunteer roles.

## **Camp Volunteers**

In addition to completing the half hour Volunteer Training, volunteers who have been selected by the school to attend camp, participate in a more detailed briefing of their roles and responsibilities.

## **Classroom Helpers**

Volunteers to help in classrooms are actively encouraged. Volunteers provide extra support for students under the supervision of the classroom teacher. In term 1 each year, the year level coordinators will request classroom helper volunteers and arrangements are confirmed with individual teachers.

## **Excursion Volunteers**

Volunteers are sought to assist on excursions. For 'duty of care' reasons pre-schoolers cannot attend. If more people volunteer than places available, teachers make a selection. During the year we aim to accommodate as many different volunteers as possible.

- classroom volunteers
- canteen volunteers
- uniform Shop volunteers
- sport coach and supervisor volunteers
- volunteers for the arts programs



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## VOLUNTEERS POLICY

### **Definition:**

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work.

### **Rationale:**

- Volunteers add significantly to the human resources available to the school, and consequently they 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.

### **Implementation:**

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be provided with training before commencing the volunteer role to help them carry out their tasks at school in an effective manner.
- Volunteers will be required to participate in a short briefing prior to working at the school – Occupational Health & Safety, Privacy, Anti Discrimination, Equal Opportunity etc.
- 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.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with offsite school camps provide a satisfactory Working With Children check prior to their participation, the school will pay.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration on all visits. Volunteers will be invited to use staff toilets and seek refreshments in the Community Room at recess and lunchtime and in the staffroom during class time.
- 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 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.
- An informal function with refreshments will be provided in term 4 to thank volunteers for their contributions throughout the year.
- 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.

### **Evaluation:**

This policy will be reviewed.

This policy was by School Council on August 14th 2007