THE LAKES SOUTH MORANG P-9 SCHOOL
VOLUNTEERS POLICY, GUIDELINES AND PRIVACY IN THE
SCHOOL COMMUNITY.

Rationale:
- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

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

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

Implementation:
- A volunteer register will be maintained.
- 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.
- All volunteers will require a current Working With Children Check and supply a copy of this to the general office.
- Volunteers will be asked 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.
- Individual or groups of volunteers will be acknowledged
- 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 Staff Room at recess and lunchtime.
- 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 as part of the School’s three year cycle.

This policy was ratified by School Council on 17/09/2013
This policy was ratified by School Council on 14/06/2016
Volunteers Guidelines And Privacy In The School Community.

As a volunteer you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual’s personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be enrolment information, health or student progress information. Schools have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured. For example, schools may collect and display student health information in a secured staff room to ensure students receive appropriate care. The information should not be used or disclosed for other purposes. Similarly, schools may take some limited student information off premises when on excursions. Schools are obliged to ensure personal information is secured and used for appropriate purposes.

Broadly, the school is permitted to collect information for a defined purpose and to use and disclose the information for that purpose. Information collected by the school cannot be accessed, used or disclosed for any other purpose without the individuals consent, or unless, in the unusual circumstance, an exemption provision applies.

What do I need to do as a volunteer?

• Ensure that you have only that personal information required to undertake your role as a volunteer.
• Ask yourself, do I need all the available information, or just a part of the available information to undertake my role?
• Ask yourself, is this information relevant to my role or the task I’m going to do?
• Don’t inappropriately disclose any personal information that you may happened to have accessed in your role as a volunteer.
• Only use personal information for the purpose it was disclosed to you in your role as a volunteer.
• Individuals can complain to the DET or the Victorian Privacy Commissioner if they feel their privacy has been breached.
• Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. medical information taken on an excursion.
• If emailing personal information off site place the personal information in a word document and password protect the document. Don’t include the password in the email.
• If taking personal information off school premises ensure it is in a sealable envelope or case.
• If taking personal information on a lap top or a memory stick out of school, ensure all documents containing personal information are password protected.
• If in doubt about the handling of personal information, seek advice from staff.
• Individuals can complain to the Department of Education and Training or the Victorian Privacy Commissioner if they feel their privacy has been breached.
• If you have a question or concern about handling of the personal information in the school, speak to the school or call the Privacy Officer at Department of Education and Training on 9637 3601.

Volunteers Guidelines

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.
It is encouraged that all people who volunteer to assist The Lakes P-9 School have to undertake a 30 minute training session. This is to ensure clarity of expectations and our duty of care for students. The 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 the register of classroom helper volunteers and arrangements are confirmed with individual teachers. It is a requirement that volunteers complete the Classroom Helpers Course prior to assisting in the classroom programs.

**Excursion Volunteers**
Volunteers may be 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
- sport coach and supervisor volunteers
- volunteers for the arts programs