

Volunteer Policy 2016

Aims

- A. To add diversity, interest, beauty, order, new ideas and fun to a functioning school
- B. To support staff
- C. To involve families in the school at all levels
- D. To encourage participation from community members within the school environment

Scope and Application

This policy is available on the school website and applies to:

- A. Students
- B. Parents
- C. Community members
- D. Visitors to the school

Definitions

- A. **Cleaning, School Lunch Roster and Busy Bees** - are obligations, agreed to on enrolment, are part of being a member of the school community and are not considered as voluntary work, but rather a minimum contribution to supplement our low fees.
- B. **Payment** - By definition, a volunteer does not receive payment and this includes in kind payment of fees. At times, a volunteer's services may become indispensable to the school community and the council will consider, on a case by case basis, whether to offer payment for the work they are doing. The responsibilities of a paid member of staff or contractor, as compared with those of a volunteer, will be considered.

Principles

- A. **Volunteering** is an activity which is undertaken:
 - 1. to be of benefit to the community and the volunteer
 - 2. of the volunteer's own free will and without coercion
 - 3. for no financial payment.

B. Child Protection

All volunteers are welcome in the school, especially parents and extended family of students and staff. However, the Coordinator has the right to refuse a request to volunteer if a person does not supply the required documentation, or if it is determined that an individual is unsuitable to interact with students and staff, or be present at school. (See Child Protection Policy)

C. Insurance and Liability

1. Volunteers are covered by our community care insurance for public liability and personal injury.
2. Volunteers will not be required to perform tasks that will require them to personally care for students in the **absence of teaching staff**.

Responsibilities

A. Council

1. Writing and updating this policy in consultation with relevant parties

B. Coordinator

1. Coordinator will determine the suitability of volunteers, direct potential volunteers to the relevant person and coordinate volunteers from other organisations.
2. Coordinator or delegate to provide orientation and induction to volunteers
3. Coordinator to review arrangements regularly and document the feedback
4. Coordinator ensures that appropriate acknowledgement of volunteers' contributions to the community occurs regularly.

C. Administration Staff

1. In conjunction with the Coordinator, the Administration Assistant and School Bursar will maintain records of Confidential Declarations, Working With Children checks, Police Clearances and Code of Conduct Documents.
2. Out of pocket expenses for volunteers are paid by the school. The bursar organises reimbursement.

D. All Staff

1. Staff, councilors and people with a defined responsibility at school will supervise, support and encourage volunteers

E. Volunteers

1. Volunteers will be assigned a supervisor and will liaise with that individual
2. Volunteers make a commitment to complete the tasks they agree to do
3. Volunteers will complete accurate records of contribution and attendance and will sign in and out of the visitors register

Related Legislation

- A.** Working With Children (Criminal Record Checking) Act 2004
- B.** Volunteers (Protection from Liability) Act 2002 WA
- C.** Occupational Health and Safety Act
- D.** Privacy Act 1988
- E.** Equal Opportunity Act
- F.** The National Standards for Involving Volunteers

Related Kerry Street Documentation

- A.** Policies including:
 - 1.** Child Protection Policy
 - 2.** Volunteer Code of Conduct
 - 3.** Induction Policy
- B.** Confidential Declarations
- C.** Police Clearances
- D.** WWC checks

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A.** Procedure

Review and Authorisation

- A.** This policy was authorised by the Kerry Street Council on 14/5/05
- B.** Reviewed on 13/1/06 by meeting of staff and council
- C.** Revised 2/8/06 to incorporate new WWC legislation
- D.** Reviewed September 2012
- E.** Reviewed and accepted at Council meeting September 2015
- F.** Reviewed 27-06-2016
- G.** To be reviewed September 2021

Helen Sugars Duff

Volunteers Policy – Attachment A

Procedure

- A.** Volunteers will sign a Confidential Declaration if they are parents of children in the school (see Child Protection Policy). If the volunteer is from outside of our school community, a Working With Children check and Police Clearance must be sighted before commencement of volunteering.
- B.** Volunteers will approach the person responsible for the area they wish to work in, for example:
 - 1.** To assist in class by listening to children read: see the class teacher
 - 2.** To assist in the office: see the Coordinator
 - 3.** To build some new playground equipment: see the council, the grounds committee or person in charge of the grounds
 - 4.** To apply for a grant for a project involving the students: see the Coordinator first, then see relevant teachers.
- C.** Further consultation may be necessary, for example, to set a budget for a large project, council would need to be consulted.
- D.** An agreement will be worked out between the volunteer and the person responsible, which may be modified by mutual agreement. This agreement would include the task, the level of autonomy, a budget, the length of time the project may take etc, and a time to review.
- E.** Either the volunteer or the person responsible may arrange to review the agreement at any time and particularly if things are not going according to plan.
- F.** Occupational Health and Safety policies and procedures include volunteers.
- G.** Volunteers will be provided access to complaints and grievance procedures.