

Lalor North Primary School

Volunteer Policy

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 involvement of volunteers in the education of children at Lalor North Primary School.
- To provide volunteers with the support and recognition they deserve.

Definition:

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

Implementation:

Support for volunteer workers

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be provided with training and induction before commencing the volunteer role to help them carry out their tasks at school in an effective manner.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with excursions.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- An informal function with refreshments will be provided in term 4 to thank volunteers for their contributions throughout the year.

Requirements of volunteer workers

- Volunteers must have a working with children check and provide their personal details at the school office.
- Volunteers must comply with the Child Safe Standards
- Volunteers must always work under the supervision of employed staff.
- Volunteers will be required to participate in an induction prior to working at the school which will include Occupational Health & Safety, Privacy, Anti-Discrimination, Equal Opportunity, Child Protection Protection, Child Safe Standards 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 be required to register at the administration office on their first volunteer visit and to sign in on each visit

Property damage

- If a volunteer school worker suffers damage to his or her property in the course of carrying out school work, the Minister may authorise such compensation as the Minister thinks reasonable in the circumstances. Claims of this nature are to be directed to:

The Manager

Liability Services Unit

Executive and Ministerial Services

Department of Education and Training

Level 3, 2 Treasury Place

East Melbourne 3002

Personal Injury

Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur.

- The Principal's decision is final in determining who is eligible to assist as a classroom or excursion volunteer.

This policy was ratified by School Council on 13.11.17

This policy will be reviewed in November 2019