



# CLASSROOM VOLUNTEERING POLICY

## **Definition:**

- A Classroom Volunteer means a person whom without remuneration or reward voluntarily engages in classroom work, at the request of the school.

## **Rationale:**

- Classroom volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition.

## **Aims:**

- To clarify the role of classroom volunteers and to provide classroom volunteers with the support and recognition they deserve.
- To maximise the number and variety of effective classroom volunteers who contribute to our school.

## **Implementation:**

- Classroom volunteers are actively encouraged to partake in classroom activities, and will be invited to do so.
- Classroom volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Classroom volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks in the classroom confidently and effectively.
- Classroom volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Classroom volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Classroom volunteers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Classroom volunteers may be sought to assist with excursions at the school's discretion. School Council requires that classroom volunteers assisting with these excursions provide a satisfactory Working with Children check prior to their participation.
- Individual or groups of classroom volunteers may be highlighted occasionally in the newsletter, publicising their contributions to the school.
- Classroom volunteers are required to register at the administration office daily whilst attending school. Classroom volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in Term 4 to thank our classroom volunteers for their contributions throughout the year.

## **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle and will be reviewed in conjunction with the School Volunteering Policy and the Volunteering Privacy Policy.