



SCHOOL VOLUNTEERING POLICY

Definition:

- A School Volunteer means a person whom without remuneration or reward voluntarily engages in school work outside of a classroom, at the request of the school, by School Council and/or by the School Parents & Friends Committee.

Rationale:

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

Aims:

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

Implementation:

- School volunteers are actively encouraged to partake in school activities, and will be invited to do so. *These activities have in the past included providing Football Club Dinners & Canteen Duty, the P&F Fun Run, Market Day and The Converge Festival Catering.*
- School volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- School volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks confidently and effectively.
- School volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- School volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- School volunteers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- Individual or groups of school volunteers may be highlighted occasionally in the newsletter, publicising their contributions to the school.
- School volunteers are required to register at the administration office if attending during school hours. School volunteers will be invited to use the staff room and facilities if attending during school hours.

Evaluation:

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

This policy was last ratified by School Council in....

May 2016