MANAGEMENT

VOLUNTARY WORKERS

GENERAL STATEMENT
In accordance with Division 6 of Part II of the Education Act 1958, a volunteer school worker means a person who without remuneration or reward voluntarily engages in school work.

RATIONALE
Volunteers add significant value to the human resources available to the school and consequently deserve encouragement, effective management, support and recognition.

BROAD GUIDELINES
- Volunteers are actively encouraged to engage in school activities and will be invited to do so.
- Volunteers will be registered on a school data base for volunteer workers.
- Volunteers will be inducted into the school by the Assistant Principal. This induction includes discussions on confidentiality and Occupational Health and Safety.
- Volunteers will be provided with any support or instruction necessary to help them perform their tasks at school in a confident and effective manner.
- In compliance with the Victorian Information Privacy Act 2000 and Health Records Act 2001, volunteers are to maintain complete confidentiality regarding issues that relate to students, staff and/or other members of the school community.
- Volunteers should maintain appropriate standards of conduct at all times. Volunteers are required to carry out tasks in a manner consistent with school values.
- Volunteers are expected to respect the professional standing and roles of school staff members.
- The Principal of the school or the school council may terminate any invitation to a person to volunteer.

IMPLEMENTATION
- The Working with Children Act (2005) requires certain volunteers who engage in ‘child-related work’ in schools to undergo a Working with Children Check (WWCC). It is an offence to permit a volunteer who requires a WWCC to perform voluntary ‘child-related work’ in connection with a school if they have not applied for a WWCC. The Act exempts volunteers who are always directly supervised by a teacher, or parents who are volunteering in activities in which his/her child ordinarily participates, from requiring a WWCC. ‘Parent’ includes the spouse or domestic partner of the father or mother of the child, or a person who has custody of the child. The WWCC is free for volunteers.
- Volunteers may be sought formally through the newsletter, written invitations and personal approaches and informally, by any member of staff, through conversation and opportunity. The ability of a volunteer to fulfill the requirements of the role is assessed by the Assistant Principal in consultation with members of the leadership team as necessary.
- In April of each year, School Council will be presented with a list of volunteers working within the school for approval.
- Volunteers are registered through the Assistant Principal, who records the details of the WWCC.
- Maintenance of the volunteer database is the responsibility of an Education Support staff member (administration).
- Volunteers will be required to register at the administration office daily and wear a visitors badge whilst working at Concord School.
- Volunteers will be invited to use the staff room and facilities.
- Volunteers are to approach the classroom teacher, Team Leader, Assistant Principal or Principal with any concerns.
- Concerns regarding the work of a volunteer should be brought to the attention of the Team Leader, Assistant Principal or Principal.
- 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.
- 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 School Council may authorize reasonable compensation.
- Individuals or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.

Ratified by School Council: 20.5.2013
Review Date: 20.5.2016
Induction and information sessions will be held for prospective volunteers each term.

REFERENCES
- Working with Children Act (2005)
- Working With Children Check - Department of Justice’s Working with Children Information Line: 1300 652 879

EVALUATION
This policy will be reviewed as part of Concord School’s three year policy review cycle.