



Jennings Street School

Volunteers Policy

The Jennings Street School “Child Safe Policy” promotes a child safe organization, the school has zero tolerance of child abuse. All personnel entering the school environment including camps, excursions and online environments will uphold the schools commitment to protect and manage the risk of harm and / or child abuse.

Rationale:

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

Aims:

- To coordinate the management of Volunteers within DET guidelines
- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

Implementation Strategies:

- Volunteers will be referred to and coordinated within the Role Description of the Business Manager at Jennings Street School.
- All volunteers will register on the Volunteers Inventory, and consent to the conditions outlined within the Volunteers Policy.
- All volunteers must hold a current Working with Children’s Check.
- All staff will be briefed on the process and protocols for managing volunteers at Jennings Street School.
- Teachers, upon accepting a volunteer consent to supervising them in line with the contents of this policy.
- School Council will approve and monitor in line with this policy and DET requirements the documentation overseeing the role and work of volunteers within the school.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for fathers, grandparents, and take into consideration equitable provision of volunteer services across all areas of the school.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in an effective manner.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

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- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers are not to be left alone with students nor are they to attend to their intimate “attendant care needs”. The personal hygiene or toileting needs of a student can only be carried out by volunteers within a group situation supervised by a classroom teacher.
- Volunteers may be sought to assist with school camps and excursions.
- The contribution that volunteers make to the school will be acknowledged and discussed in the newsletter and school magazine.

Implementation:

- Volunteers will report to the main office to sign in and receive a visitors badge and will be directed to the Business Manager, who will coordinate their placement.
- Volunteers will be invited to use the staff room and facilities.
- Volunteers will be recognised officially for their contributions to the school.
- Volunteer workers undertaking school work on behalf of, and with 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 Minister for Education or school council may authorize reasonable compensation.

EVALUATION

This policy will be reviewed 3 yearly or more often if necessary due to changes in regulations or circumstances.

Date Implemented	June 2015
Author	Rosie Hayes
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	18.10.2017
Responsible for Review	Policy sub committee of school council
Review Date	18.10.2020
References	

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01.06.2015 – v0 – date of implementation

04.05.2016 – v1 – Clarified whether the policy documents the need for all volunteers to hold a WWCC

01.02.2017 – v2 – add Child Safe statement; update evaluation box

18.10.2017 – v3 – Changes were not necessary to reflect update in DET policy – all our policies state that a WWCC is required when working with students; update evaluation box; update footer