

PURPOSE

IEPS values its volunteers. Volunteers add significantly to the human resources available to the school. A volunteer is a person who willingly does work for the school with the School Council or Principal's approval and without remuneration or reward.

The aim of this policy is to encourage, effectively manage, support and recognise the contribution of our volunteers and maximise the number and variety of volunteers.

IMPLEMENTATION

- We will actively encourage and invite volunteers to participate in school activities.
- We will seek volunteers formally through the school newsletter, written invitations and personal approaches and informally through conversations and other opportunities.
- Volunteers can access a variety of opportunities to participate in school activities.

Volunteers must do the following:

- Register at the administration office on arrival and departure when volunteering and wear a visitor's badge while at school.
- Carry out tasks in a manner consistent with school expectations, including maintaining a professional, cooperative and confidential working environment.
- Provide a satisfactory Working with Children Check *before* participating in any school activity. Activities include but are not limited to camps, incursions, excursions, canteen and classroom help.
- *Only* do tasks they feel comfortable doing.
- Keep confidential information they have access to or discover when volunteering, including information about students, their abilities and personal lives.

We will supervise our volunteers and train and support them to:

- ensure their personal health and safety while volunteering; and
- help them carry out their tasks at school in a confident and effective manner.

While volunteering our volunteers are:

- Covered by the OH&S Act, while on school property.
- Indemnified for their personal liability on similar terms to teachers.
- 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.

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.

Volunteers are welcome to use the staffroom and facilities when volunteering.

EVALUATION

This policy is to be reviewed as part of the school's four-year review process in 2019.

RELATED POLICIES AND DOCUMENTS

This policy should be considered in consultation with the following other policies and documents:

Number	Name
229	Child Safety – Code of Conduct

307	Visitors
306	Canteen
<i>Education and Training Reform Act 2006 - sections 5.6.2, 5.6.3</i>	
<i>Workers Compensation Act 1958</i>	
<i>Wrongs Act 1958 – section 37(1)</i>	
http://www.education.vic.gov.au/school/principals/spag/governance/Pages/volunteers.aspx	