



Hamlyn Views School

Volunteers Policy

1. PURPOSE

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

2. AIMS

Hamlyn Views School staff, will:

- a. Provide a safe and secure environment for our students, staff, volunteers and resources.
- b. Establish protocols and procedures that effectively monitor and manage volunteers, whilst not compromising the open and inviting nature of our school.
- c. Maximise the number and variety of effective volunteers who contribute to our school.
- d. Provide school volunteers with the support and recognition they deserve.

3. IMPLEMENTATION

- a. Volunteers will be invited and actively encouraged to participate in school activities.
- b. Volunteers will be formally sought through the school newsletter, written invitations, personal approaches, as well as informally through general conversations.
- c. Volunteers will be provided with appropriate induction and any support, professional development or instruction necessary to assist them to carry out their tasks at school confidently and effectively.
- d. A series of forms/documentation will need to be completed prior to commencement of volunteering activities. This will include, but may not be limited to, a Volunteer Agreement, Child Safety Code of Conduct, OH& S induction, and a copy of a current Working with Children's Check.
- e. Volunteers will be required to carry out tasks in a manner consistent with school expectations and values, including maintenance of a professional, respectful and confidential learning environment.
- f. Volunteers will not be required to carry out tasks with which they are uncomfortable with or untrained to do.
- g. Volunteers with children at the school will be engaged in volunteering activities outside of their child's classroom.
- h. Volunteers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- i. Volunteers may be sought to assist with school camps and excursions.

- j. Volunteers will be required to register in the Visitors "sign-in-book" at the administration office daily. Volunteers will be invited to use the staff room and facilities.
- k. Volunteer workers undertaking schoolwork on behalf of, and with the approval of the Principal, are indemnified as to their personal liability in similar terms to teachers.
- l. A recognised school volunteer who suffers injury arising out of, or in the course of, engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the *Workers Compensation Act 1995*.
- m. All intellectual property rights and interests created by volunteers has a transferral of ownership to Hamlyn Views School, including copyrights.
- n. If property owned by, or under the control of a volunteer worker is damaged or destroyed in the course of, or arising out of school work undertaken, the Minister for Education or School Council may authorise reasonable compensation.

4. REFERENCES

- a. HVS Child Safety Code of Conduct
- b. HVS Child Safety Policy
- c. HVS Working with Children Check Policy

5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

**This Policy was ratified in March, 2018.
Date for next review: 2022**