



Parkmore Primary School Volunteer Policy

1. Definition:

A volunteer school worker is a person who without payment or reward voluntarily:

- engages in, but is not limited to:
 - activities for the wellbeing of the school at the request of the Principal or School Council
 - school work.

2. Rationale:

2.1. The success of many activities for Parkmore Primary School students, inclusive of the Classroom Helpers program, excursions and school camps, is dependent upon the assistance of volunteer parents and carers. The interests and abilities of volunteers add significantly to the human resources available to our school, therefore providing our students with a wider range of interactions, opportunities and experiences for students.

In line with the Working with Children Act 2005, Parkmore Primary School requires all persons who volunteer their time and are in contact with students to have a Working with Children Check. If a volunteer's occupation exempts them from the requirement to also have a WWC check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

Employees of the Department of Education and Early Childhood Development (DEECD) and local school-based employees are not included in this policy.

3. Aims:

Parkmore Primary School aims to:

- 3.1. To maintain the safety and high standards of care and responsibility to all students and members of the Parkmore Primary School community
- 3.2. To ensure that the privacy and confidentiality of all members of the Parkmore Primary School community is maintained.

4. Implementation:

- 4.1. To be a volunteer at Parkmore Primary School a Working With Children Card provided by the Department of Justice is required. This card is:
 - 4.1.1. Valid for 5 years
 - 4.1.2. Transferrable between volunteer organisations
 - 4.1.3. Free of charge for volunteers, but cannot be used for paid employment.
- 4.2. A volunteer can commence work with Parkmore Primary School when they provide a receipt as proof they have applied for a Working With Children Check with the Department of Justice.
- 4.3. The **role of school** is to:
 - 4.3.1. Ensure a register of all volunteers is maintained in the Administration Office:
 - 4.3.1.1. The register will include photocopied WWC cards for all volunteers, along with receipts where volunteers have applied for a Working with Children Check, but are awaiting a WWC card.
 - 4.3.1.2. Ensure all applications for excursions and school camps are only approved upon confirmation that any volunteers involved in the activity have been submitted.
 - 4.3.2. Ensure a staff member supervises (directly or indirectly) a volunteer in each of the areas he/she works.
 - 4.3.3. Ensure all volunteers have signed into the school and wear the appropriate badge.
 - 4.3.4. Ensure volunteers are provided with information specific to:
 - 4.3.4.1. privacy and confidentiality, and
 - 4.3.4.2. the nature of the activity and the volunteers' involvement.
 - 4.3.5. Ensure volunteers adhere to Parkmore Primary School's Occupational Health and Safety (OH&S) procedures at all times.
 - 4.3.6. Notify the volunteer as early as possible if there is a change to the agreed activity and/or time.
- 4.4. The **role of volunteer** is to:
 - 4.4.1. Ensure an application for a WWC Check is completed prior to the commencement of any volunteer work with children.



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- 4.4.1.1. Provide a receipt to the Administration Office as proof they have applied for a WWC
Check with the Department of Justice prior to commencing any volunteer work.
- 4.4.2. Liaise with the identified staff member in relation to the area of work being undertaken.
- 4.4.3. Sign into the school and wear the appropriate badge at all times, and upon leaving, return the badge and sign out of the school.
- 4.4.4. Adhere to the expectations outlined in training sessions by Parkmore Primary School specific to:
 - 4.4.4.1. privacy and confidentiality, and
 - 4.4.4.2. the outlined nature of the activity and the required involvement.
- 4.4.5. Adhere to Parkmore Primary School's Occupational Health and Safety procedures at all times.
- 4.4.6. Refer all student concerns or behaviour issues to the supervising teacher.
- 4.4.7. Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- 4.5. When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever possible.
 - 4.5.1. A volunteer's involvement can be cancelled at the Principal's discretion and where the volunteer:
 - 4.5.1.1. fails to follow requirements outlined in the Volunteer Policy and elaborated through training sessions and discussion with the supervising teacher
 - 4.5.1.2. behaves towards students, parents or staff in a manner deemed inappropriate or improper, or
 - 4.5.1.3. continually fails to meet commitments without notice to the school.

5. Resources:

- 5.1. DEECD School Policy & Advisory Guide
Retrieved 18 November, 2013, from
<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>

6. Evaluation:

- 6.1. This policy will be reviewed as part of the school's three-year review cycle.
Review Date: 2016

This policy was last ratified by School Council in: **November 2013**