



VOLUNTEERS POLICY

Brunswick South Primary School

Policy Implementation Date May 2016	Review Date May 2020	Responsible for Review Policy Subcommittee
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Purpose

To maximise the number and diversity of volunteer school workers (volunteers) contributing to Brunswick South Primary School.

To encourage, support and recognize the vital contribution of volunteers to the school.

Definitions

A volunteer is a person who engages in schoolwork, without payment or other material reward at the request of Brunswick South Primary School.

A Working with Children Check is a legal requirement for people doing child-related work unless they qualify for an exemption under the Victorian *Working with Children Act 2005*.

Compliance requirements – Working with Children Check

Parents/guardians of children at Brunswick South Primary School volunteering in an activity in which their child normally participates are exempt from the requirement to complete a Working with Children Check. Close family members (grandparents, aunts, uncles, older siblings) are also exempt from this requirement if they are working with the closely related child.

Volunteers working under supervision (by a teacher), or undertaking schoolwork, which does not involve direct contact with children, do not require a Working with Children Check.

All other volunteers who are working directly with children at Brunswick South Primary School, without supervision are required to complete a Working with Children Check with the Department of Justice, or provide proof they work in an occupation exempt from this requirement. A Working with Children Check is free of charge for volunteers.

Compliance requirements - Other

Volunteer school workers are covered by the Department of Education and Training's Workers Compensation policy if they suffer personal injury in the course of engaging in schoolwork.

If the property owned by, 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 authorise reasonable compensation.

This policy is consistent with the Working with Children Act and the Victorian Department of Education and Training's School Policy & Advisory Guide sections "Volunteer Workers", "Volunteer Checks" and "Visitors".

The Principal is responsible for:

- ensuring a minimum record of all visitors allowed into the school (including name, signature, the date and time, and the purpose of the visit) is kept in the event of an emergency or future investigation.
- ensuring any programs or content delivered by visitors (other than Special Religious Instruction) comply with the requirement that education in Victorian government schools is secular, and support and promote the principles and practice of Australian democracy.

Policy Points

Brunswick South Primary School will provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers, guardians, grandparents, and others.

Volunteers may be sought to assist with a range of tasks at Brunswick South Primary School, including (but not limited to):

- School council and subcommittees
- Preparing class materials, for example covering books
- The Arts Festival
- Other school fundraising events, for example trivia night, book fair, cake stalls)
- The Kitchen Garden
- Ciao Down Tuesdays
- The Library
- School working bees and maintenance
- Excursions and swimming lessons
- Parent communication and organisation, for example class carers
- The Brunswick South Primary School annual performance
- Specialist classes such as sport, art, performing arts
- Reading.

Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.

Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.

Volunteers will be required to register at the administration office daily. Volunteers will be invited to use the staff room and facilities.

Recruitment and communication

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 conversations.

Individual or groups of volunteers will be highlighted regularly 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.

Training

Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.

Breachers

Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.

Breaches of the Working with Children Act may result in fines or imprisonment.

Related school policies

Camps and excursions

Fundraising

Access to School Premises

Review

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