

VOLUNTEERS POLICY

GEORGE STREET PRIMARY SCHOOL

Commitment to Child Safety

George Street Primary School is committed to the safety and wellbeing of all children and young people coming into and out of our school. We have a zero tolerance for child abuse and we actively listen to and empower children. There are systems to protect children from abuse. The School takes all allegations of abuse very seriously and responds to them consistently and in-line with the organisations policies and procedures. George Street Primary School is committed to promoting cultural safety for aboriginal children, cultural safety for children from culturally and /or linguistically diverse backgrounds, and to providing a safe environment to children with a disability.

Definition:

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Closely related family member: parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

Volunteer worker: A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

School work: School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Purpose:

- To outline the processes that George Street Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

Aims:

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.
- To ensure that volunteers have supervised access to students and that they have a Working With Children Check prior to commencement of work

George Street Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. George Street Primary values the importance of volunteers at your school and recognises the valuable contribution that volunteers provide to our whole school community.

The procedures set out below are designed to ensure that George Street Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact the General Office, approach your child's classroom teacher or watch out in our newsletter, as we frequently request assistance. You will be required to complete forms and a Working with Children's check.

Implementation:

- All volunteers at George Street Primary School will be taken through an induction, regarding the Child Safe policies and required to sign the Code of Conduct at GSPS
- Volunteers will require a Working With Children Check and /or DEECD Criminal Record Check according to the guidelines set out by the DEECD and may be required to answer a set of questions to ensure the safety of our children.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so 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
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and 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.
- 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, and wear a visitors badge while in the school. Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.
- A recognised volunteer school worker 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.

- 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 authorise reasonable compensation.

Evaluation:

This policy will be reviewed in 2020

This policy was last ratified by School Council in...