

TRAFALGAR HIGH SCHOOL

VOLUNTEER POLICY



Definition

Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, at the request of the school.

Rationale

Volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition.

Purpose

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

Guidelines

- 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 conversation and opportunity.
- The school will seek to provide a variety of opportunities for volunteer participation
- 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.
- 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 may be sought to assist with school camps and excursions where their skills, experience and backgrounds are suitable and appropriate.
- School Council requires that volunteers have a current *Working with Children* check prior to their participation.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- An event will be hosted by the school 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 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.
- A register of all volunteers will be maintained at the school and that the card numbers and WWC of active volunteers will be checked to ensure validity.

Evaluation:

Integrity ~ Collaboration ~ Aspiration ~ Excellence

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

This policy was ratified by the Trafalgar High School Council on: 13/12/2017

Signed: 

**David Watts
School Council President**

Signed: 

**Jane Mersey
Principal**