

Volunteer Policy

Rationale

All schools greatly appreciate parent volunteers who assist positively with the implementation of the school's programs. Parent helpers however must comply with the school's expectations and practices.

Aims

- To enhance the educational programs of the school
- To build the partnerships between school and home
- To provide opportunities for parents to develop their skills
- To encourage parents to become active participants in their children's education

Guidelines

- Our school encourages the voluntary assistance of parent helpers in a variety of areas.
- Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with fair activities, working bees etc. will all be briefed by the teacher in charge as to their roles and responsibilities etc. prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Parent helpers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will be required to undertake appropriate training.
- The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit parent helpers.
- Parent helpers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- Concerns relating to parent helpers should be addressed by principal and classroom teacher.
- All parent helpers will be required to sign in at the school office prior to volunteering in the school.
- Parent helpers are volunteers and are to be treated in accordance with the school's 'Volunteers' policy.
- Volunteers who are supervising groups of students without teacher assistance must have a Working with Children Check in accordance with the Ivanhoe Primary 'Working with Children Checks' policy.
- Parent helpers must read and sign the 'Community Code of Conduct' and 'Ivanhoe Primary's Child Safe' policies prior to commencing.
- Classroom helpers who volunteer for the Early Years Literacy program must have completed both training sessions prior to commencing sessions in the classroom.

Implementation

Ivanhoe Primary School Responsibilities

- Notice to be put out at the beginning of the school year, requesting parents who are interested in volunteering in school activities to obtain a Working with Children Check.
- A record of parents who have a current Police Check or Working with Children Check, will be kept at the office.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.

Areas of possible assistance:

- Early Literacy
 - Numeracy
 - Excursions
 - Swimming
 - PMP
 - Guest speakers
 - Classroom Helpers
 - School Camps
 - School council / committee membership
 - Fundraising activities / Fair
 - Canteen
 - Working Bee
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- 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 any support, professional development or instruction necessary to help them carry out their tasks in an effective manner.
 - Volunteers may be sought to assist with school camps, car-pooling and excursions. School Council requires that volunteers assisting with school camps have a satisfactory Police Check prior to their participation. Ivanhoe Primary School will process and pay for the Police Check and Working with Children Check
 - All volunteers on school camps and in unsupervised roles must sign the Child Safety Policy- Community Code of Conduct.
 - All volunteers who do not have a Working with Children Check must be under direct supervision of a staff member.
 - Parents volunteering to assist in Early Literacy are expected to complete the Classroom Helper's Program which is offered in Term 1 of each year.
 - Individual or groups of volunteers may be highlighted each week 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.

- 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.

Volunteer's Responsibilities

- 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.
- School Council requires that volunteers assisting with school camps, car-pooling and excursions provide a satisfactory Police Check or Working with Children Check, prior to their participation.
- Volunteers must attend all professional development or instructional sessions necessary to help them carry out their tasks in an effective manner.
- 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.
- Canteen to have own record of volunteers. Volunteers must sign in/out in canteen register.
- Volunteer concerns should be addressed to the principal.
- Volunteers are required to have comprehensive car insurance if car-pooling.

Evaluation

- This policy was evaluated in July 2016 by the English Committee
- This policy will be reviewed as part of the school's review cycle process.

Other Policies to be read with this policy:

Ivanhoe Primary Community Code of Conduct

Ivanhoe Primary Child Safety Policy