



# Roseworthy Primary School

*Together we learn, together we grow*

## Volunteers Policy

### Definition:

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in schoolwork.

### Rationale:

- 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.

### Implementation:

- Volunteers Brochure will be advertised each year and made available to all volunteers.
- 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, particularly opportunities for working parents/caregivers, grandparents and opportunities for volunteers to be involved in classes R-7, including Specialist Subjects.
- Volunteers will be required to complete checks as outlined by DECD.
- 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 feel uncomfortable undertaking.
- Volunteers may be sought to assist with school camps, sleepovers and excursions. DECD requires that volunteers assisting with school excursions, sleepovers, camps and swimming programs complete DCSI checks and Mandatory Notification training prior to their participation.
- Individual or groups of volunteers will be recognised regularly in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the Front Office, or in classrooms daily, and wear a volunteer badge whilst in the school.
- A celebration activity will be provided in term 4 to thank volunteers for their contributions throughout the year.
- 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 may authorise reasonable compensation.

### Evaluation:

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

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

**Nov. 2017**

**Review: 2020**