

# Foster Primary School



## Volunteers Policy

### **Definition:**

A volunteer in our school means a person who, without remuneration or reward, voluntarily engages in activities in the school. Volunteers add significantly to the programs provided at Foster Primary School and will be encouraged, supported and recognised.

### **Aims:**

- To utilise the skills and talents of members of the wider school community to enhance our programs.
- To provide volunteers with direction and support to benefit our students and teachers

### **Implementation:**

- Volunteers are invited to take part in school activities.
- Volunteers will be sought through the newsletter, written invitations and personal approaches.
- Volunteers will be provided with any support, professional development or instruction necessary to help them effectively carry out their tasks at school in a professional, cooperative and confidential manner
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Volunteers will be required to assist with school camps and excursions.
- School Council requires that all volunteers assisting with all programs must provide a satisfactory Working with Children check prior to their participation.
- Volunteers assisting with School camps are required to provide a Working With Children Check.
- Individual or groups of volunteers will be acknowledged in the newsletter, publicising their contributions to the school.
- Volunteers must sign in at the Administration Office on arrival, and wear a Visitors Badge whilst in the school. Volunteers will be invited to use the Staff Room and facilities.
- A morning tea may be provided in Term 4 to thank volunteers for their contributions throughout the year and a message of thanks sent out to all volunteers.
- 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 Department of Education and Early Childhood Development or School Council may authorise reasonable compensation.

**This policy was last ratified by School Council in May 2014**