

VOLUNTEER POLICY

Thomastown Primary School



Rationale:

All schools greatly appreciate the assistance of parent helpers and community members who volunteer to assist positively with the implementation of the school's programs. Volunteers, however, must comply with the school's expectations and practices.

Aims:

- To enhance the educational programs at the school, to build the partnerships between home, school and the community.
- To provide opportunities for volunteers to develop their skills and become active participants in children's education.

Implementation Guidelines:

- Our school encourages the assistance of volunteers in a wide variety of areas.
- Invitations for volunteers to assist in the school's programs will be made via the school newsletter, class newsletters or through personal contact.
- All volunteers in the school work directly under the supervision of a teacher and should be made aware of what constitutes appropriate behaviour prior to starting including the need to respect the privacy and confidentiality of both students and staff.
- Volunteers for short-term projects such as day excursions will all be briefed by the teacher in charge as to their roles and responsibilities prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Volunteers 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.
- All volunteers directly involved in school camps, excursions, transport of students or other extra- curricular activities must have a current Working with Children Check.
- A parent volunteering in relation to an activity within the school must also have a Working with Children Check e.g. hearing reading, serving in canteen.
- All volunteers will be required to fill in the "Sign in/out Register" located the school office.
- Volunteers will receive guidelines from the teachers as to what their role will be.
- Volunteers must make prior arrangements with the class teacher to fit in with timetables and scheduled lessons.
- Volunteers may be allocated to individuals or small groups of students according to the teacher's instructions but will remain under direct teacher supervision at all times.
- All behaviour management with students will be handled by the teacher.
- Concerns relating to volunteers should be addressed to the principal. Volunteers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

Evaluation:

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

This policy was ratified by School Council on: 13/09/2017

Next policy review: August 2020

