

Murrayville Community College Policy for the Management of Volunteers

Philosophy

We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

Suitability

Volunteers will be assessed for their suitability to work at or attend the school by the Principal or delegate. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's supporting documentation where required.

Supporting Documentation

The Department of Education and Early Childhood development has stringent guidelines with regard to volunteers. Consistent with this, the following requirements are considered minimum

No Supporting Documentation Required

- Open Days, School Performances & activities whereby an invitation to specific groups eg. parents/grandparents or the general public, is extended
- Volunteers who visit the school or a class as guest speaker or instructor on a "one off" basis.
- Volunteers accompanying sporting groups on day excursions whereby the volunteer is not considered "excursion staff" eg. parents attending sporting days along with staff & students.
- Daytime attendance at a public event eg. Sports days, HPV events
- Working bees.

Criminal Records Check

- Volunteer parent or non DEECD employee attending a day excursion whereby the parent or non DEECD employee constitutes "excursion staff"
- Volunteers who assist in classrooms where a staff member is in attendance eg. Literature Circles, Clubs.

Working with Children Check

- Volunteers who deliver instructional content eg. RE
- Volunteers staying overnight on an excursion or camp.

To satisfy Emergency Management procedures, all volunteers, whether supporting documentation is required or not, are required to sign the visitors book at the front of the school upon arrival and departure.

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The School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's requirement to provide supporting documentation.
- Provide induction and training specific to the area of volunteer work if required, including a copy of this policy
- Volunteers will be matched with work that is suitable to their skills, interests and time commitments.
- Supervising teachers will be available to discuss volunteers' concerns if they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.
- All volunteers should be treated with respect and gratitude for their contribution.
- All volunteers shall be entitled to appeal to the procedures set out in the Murrayville Community College Grievance Policy.

Volunteers' Responsibilities

The volunteer's most important responsibility relates to his/her duty of care to children, themselves and other employees. Volunteers must:

- Provide documentation regarding evidence of suitability where required.
- Refer all student concerns or behaviour issues to the supervising teacher.
- Sign the school's visitor's register on arrival and departure.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Volunteers must not:
- Take disciplinary action towards students. Any issues should be referred to the classroom teacher or leadership as soon as practicable.

Evaluation

When First Approved: 18th November 2013

When Reviewed / Modified: 13th November 2017