

Volunteer Policy

RATIONALE

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

AIMS

- To enhance the educational programs of the school.
- To build 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, COMPASS, or through personal contact.
- Parent Helpers 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.
- The school will conduct formal programs such as 'Parent Helpers' to skill and update parents.
- Parent helpers are expected to be mindful of privacy and confidential matters relating to the school community they may come across.
- Concerns to relating to parent helpers should be addressed by the 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 must have a Working with Children Check in accordance with Kerrimuir Primary School's 'Working with Children Check' policy.
- Parent helpers must read and sign the Parent Helper Confidentiality Agreement and attend the Parent Helpers course prior to commencing.

IMPLEMENTATION

Kerrimuir Primary Schools responsibilities:

- Notice to be put out at the beginning of the school year requesting that parents who are interested in volunteering in school activities 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 take part in school activities, and will be invited to do so.

Areas of possible assistance (including but not limited to):

- Early literacy
- Numeracy
- Excursions
- Swimming
- PMP
- Guest speakers
- Classroom helpers
- School camps
- School Council/committee membership
- Fundraising Activities/Fair
- Volunteers will be sought formally through the newsletter, COMPASS, written invitations, 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.
- 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 provision 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.
- Volunteers must attend all professional development, instructional sessions, or meetings 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 parent helper lanyard whilst in the school. Volunteers will be invited to use the staffroom and facilities.
- Volunteer concerns should be addressed to the principal.
- Volunteers are required to have comprehensive car insurance if car-pooling.

REVIEW CYCLE

This policy was last updated in April 2018 and is scheduled for review in April 2021.

