



SOMERSET CRESCENT SCHOOL SCHOOL VOLUNTEER WORKER POLICY

RATIONALE:

It is important to have procedures in place when parents or other friends of the school volunteer to help the school in some way, so there are no misunderstandings

PURPOSE:

- Volunteers may benefit students and the school through
 - ◆ giving one-to-one assistance to students
 - ◆ helping to supervise class and outdoors activities
 - ◆ giving specialist input to class lessons
 - ◆ taking part in trips and camps
 - ◆ developing activities for the BOT, PTA, Sports Club or with other adults
 - ◆ helping to make the environment better in some way.

GUIDELINES:

- We welcome volunteers who work in the school, appreciate them for their contribution and treat them with courtesy.
- Volunteers are subject to the same "suitable person" criteria as paid workers, and may be asked to undertake a police check.
- Volunteers are to be approved by the AP, DP or Principal, and will be supervised by a person nominated by the Principal.
- Volunteers will be made aware by their supervisor of
 - the importance of keeping school confidentiality and privacy requirements
 - what is expected of them in terms of the tasks they are doing
 - their limits regarding student discipline, and the necessity to inform a teacher if there is a concern
 - health & safety issues, non-smoking policy
 - the need to be dependable in attendance, and on time
 - support and cooperate with staff members
 - be enthusiastic about working in the school
 - the need to ask questions when expectations are not understood
- Volunteers will receive appropriate training from the supervising staff member
- Volunteers will be provided with parking, morning tea, use of the staffroom and toilets, access to first aid facilities and to the ACC Book to record any mishaps.
- Volunteers must leave the premises if asked

Police Vetting

- Volunteer workers will be required to undergo police vetting as per national guidelines
- Parent who volunteer to accompany classes to school camps and sleepovers will be required to fill in a form which asks them to declare any criminal record and gives permission for police vetting.

CONCLUSION:

School volunteers will feel comfortable within the school situation, will know their limits and will complement the work of paid school staff

Reviewed 2013 Reviewed October 2003 Reviewed July 2002 Reviewed 17th March 2018
NEXT REVIEW: JUNE 2021