

Purpose:

It is recognised that the school will invite participation of parents, guardians and community groups to assist in the support and development of students. Any volunteer whose duties involves, or is likely to involve, work in a school, is considered to be engaged in 'child-related work' and must be compliant with the Working With Children Act.

Guidelines:

To enable parents/ guardians and community members to

- play an active role in all aspects of their children's schooling
- build positive community and school partnerships
- feel valued and welcome in the school setting
- become aware of school expectations and processes and issue resolution procedures.

Implementation:

- It is understood that the invitation to volunteer at the school will be offered and may be accepted in the same way that parents, guardians and outside organisations may offer support and that the school may accept this invitation. However it is not acceptable for parent, guardians or volunteers to drive individual agendas or bully other parents, teachers or students.
- All volunteers working at Stevensville Primary School will do so in accordance with the Working with Children Act (2005)
- All volunteers working with children are to provide the school with a current Working with Children Check card or VIT registration card
- A list of all volunteers in the school with a current Working with Children Check or VIT registration card will be kept at the front office along with copies of each card
- A list of volunteers eligible to work with children in the school will be approved by School Council at the beginning of each year and added to as necessary during the year
- All volunteers will be required to sign the Stevensville Child Safety Code of Conduct before undertaking any volunteer work in the school
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and 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 at school in a confident and effective manner.
- 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.
- Volunteers may be sought to assist with school camps and excursions.
- Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
- All volunteers need to sign in and out at the front desk and be under the supervision of a qualified staff teacher at all times

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.