



Policy Document **VOLUNTEERS**

Definition

- *College*: Geelong Lutheran College and St John's Lutheran School
- *Volunteer school worker*: a person who voluntarily engages in school work or approved community work related work without remuneration or reward. School work means:
 - carrying out the functions of a school council
 - any activity carried out for the benefit of the school and authorised or designated by the Principal, their delegate and/or School Council

Rationale

- Volunteers are unpaid employees who add significantly to the human resources available to the College, and consequently deserve encouragement, effective management, support and recognition.

Aims

- To maximise the number and variety of appropriate volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

Implementation

- Volunteers are actively encouraged to partake in college activities, and are invited to do so.
- Volunteers are sought from time to time, formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- The College seeks to provide a variety of opportunities for volunteer participation.
- Volunteers are 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 college expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers are not required to carry out tasks with which they are uncomfortable.
- Volunteers/parent aides are to familiarize themselves with the **4.30.2 Child Safety Code of Conduct**, as provided by the College and agree to abide by this code.
- Volunteers are required to register and wear a visitors badge whilst in the school. Volunteers are treated as staff members whilst undertaking school related activities in a volunteer capacity.
- Appropriate clothing must be worn for planned activities.
- Volunteer Workers undertaking work on behalf of, and with the approval of, the College council or principal are indemnified as to their personal liability in similar terms to teachers. A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.

- All Volunteers are required to produce a Working with Children Card before they commence their volunteer duties, to complete the LEA Valuing Safe Communities Training and to be familiar with **4.30 *Child Protection and Safety Policy***.

Evaluation

- This policy will be reviewed as part of the college's five-year review cycle.

Related Policies

4.20 *Visitors Policy*

4.30 *Child Protection and Safety Policy and procedure*

4.30.2 *Child Safety Code of Conduct*

5.22 *Staff and Student Professional Boundaries Policy*