



# Carlton Gardens Primary School

## VOLUNTEERS POLICY

**Authorisation**  
August 2015  
**Review**  
2018

### **Definition:**

'Volunteer School Worker' means a person whom, without remuneration or reward, voluntarily engages in schoolwork.

### **Purpose:**

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition from all members of the school community.

### **Aim:**

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition that they deserve.
- To encourage parents of our school community to feel valued and motivated to volunteer in school based activities.

### **Implementation:**

- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, COMPASS and/or Tiqbiz, 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, particularly opportunities for fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a condiment 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. School Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory police check and a current Working with Children's certification prior to their participation.
- Volunteers will be required to sign in and out at the administration office daily.
- Volunteers will be welcomed to use the staff room and facilities.
- A morning tea will provided in Term Four 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 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 1998.
- 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.

**Evaluation:**

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