

# VOLUNTEER POLICY

## Mooroolbark College

### POLICY

#### Rationale:

Mooroolbark College is committed to positive and productive partnerships between the school, the home and the community. Volunteers add significantly to the human resources available to our school and deserve encouragement, effective management, support and recognition.

#### Definition

Volunteers are parents and friends who give their time, service and skills to assist the school without remuneration or reward.

#### Aim

The aim of this policy is to:

- maximise the number and variety of effective volunteers who contribute to our school
- provide volunteers with support and recognition
- provide a safe environment for students, staff and volunteers
- ensure that Mooroolbark College and all volunteers comply with relevant Commonwealth and State legal obligations, including the Working with Children Act 2005 (Vic) and Child Safe legislation

#### Implementation

##### Recruitment

- Volunteer opportunities will be advertised to the school community
- Volunteers may be required to participate in training before commencing activity at the school
- Volunteers can participate in an activity once approval has been granted by the principal/PACT
- Mooroolbark College will require volunteers to apply for a Working With Children Check (WWCC) before participating in school programs, including camps and excursions

- Once a volunteer has made a commitment to apply for a WWCC he/she can commence work in a program after office staff have sighted the receipt for the WWCC application. The school will keep a register of all volunteers with WWCC
- In some instances, the school may also consider it necessary to obtain a criminal record check. The school covers the cost of the criminal record check
- All volunteers will be provided with a general induction pack
- All volunteers must undertake an OH&S induction
- All volunteers must undertake a Child Safe induction

### **Management and Support:**

Once formally registered as a volunteer at the school:

- Volunteers are required to carry out tasks in a manner consistent with school expectations and policies, including maintenance of a professional, cooperative and confidential working environment
- Volunteers will be provided with a dot point duty list that sets out the parameters of their role
- A volunteer school worker will at all times, comply with any direction or instruction given to him/her by the principal or teacher in charge. Volunteers will not be required to carry out tasks with which they are uncomfortable
- Any items of concern to staff, volunteers or parents, related to volunteers, should be brought to the immediate attention of the principal
- Volunteers are encouraged to approach the teacher in charge about issues that relate specifically to their volunteer role e.g. safety on an excursion
- The principal may terminate any invitation to a person to assist the school as a volunteer at any time
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when traveling to or from the place where the school work is to occur. Any injury must be reported to the OH&S representative immediately and documented before the volunteer leaves Mooroolbark College/camp/excursion

### **REVIEW PROCESS 4 YEARS (2024)**

**Date of approval by School Council**

**25<sup>th</sup> August 2020**

