



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