



COMMUNITY VOLUNTEERS IN SCHOOL

Rationale

Community volunteers add significantly to the human resources available to the school and consequently deserve encouragement, effective management, support and recognition.

Purpose

- To provide guidelines for community volunteers who assist in the school.
- To maximise the number and variety of effective community volunteers who contribute to the school.
- To provide community volunteers with the support and recognition they deserve.
- To continue to strengthen the school community partnerships.

Guidelines

Community volunteers enhance the partnerships between students, teachers and parents. They are positive role models for all students, and assist the school to facilitate and enhance its programs.

Whilst classroom assistance is valued and appreciated, the responsibility for directing teaching and learning remains with the teaching staff.

Implementation

The school may seek community volunteers through a variety of approaches.

- A community volunteer will follow directions or instructions as directed from a staff member.
- Community volunteers will be provided with appropriate information before commencing their volunteer role.
- Community volunteers must comply with government regulations as outlined in the Working with Children Act 2005 (by obtaining a WWC Check)
- Community volunteers are required to carry out tasks in a manner consistent with school expectations and values, including the maintenance of a professional, cooperative and confidential working environment.
- Community volunteers must maintain appropriate standards of conduct at all times.
- Community volunteers will be expected to respect the professionalism, decisions and expected roles of the staff members.
- Concerns by staff or parents regarding the work of a community volunteer should be raised with the classroom teacher or principal immediately. Such matters will be discussed promptly and confidentially with the volunteer concerned, and appropriate action taken.
- Community volunteers will be required to register at the main office when arriving and departing.

Useful Links

Volunteer checks

<http://www.education.vic.gov.au/school/principals/spag/community/Pages/volunteers.aspx>

Working with Children Check , Department of Justice, Victoria

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

Volunteers and Worksafe

<http://www.education.vic.gov.au/school/principals/management/Pages/worksafepolicyguide.aspx>

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date Implemented	1 February, 2014
Approved By	Briar Hill Primary School Council
Approval Authority (Signature & Date)	
Responsible for Review	Principal
Review Date	November, 2015