
Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

Volunteers contribute significantly to the human resources available to our school and deserve encouragement, effective management and support. This policy is designed to encourage volunteer participation at Westgarth Primary School and for them to be supported in their roles. This policy is also designed to provide volunteers with guidelines to assist in maintaining a safe, healthy, happy and respectful environment for all students at W.P.S.

Definition

Volunteers at Westgarth Primary School are parents and friends and give their time, service and skills to assist the school without remuneration or reward, or an expectation of gaining personal advantage. This policy is aimed at those volunteers who work with children at WPS.

Aims

- To provide direction and support to volunteers so as to create enhanced outcomes for students.
- To maintain a safe, healthy and happy environment for all students staff and volunteers of W.P.S
- To maximise the number and variety of volunteers who contribute to W.P.S
- To ensure that W.P.S and all Volunteers comply with relevant Commonwealth and State legal obligations, including the *Working with Children Act 2005 (Vic)*.

Rights and Responsibilities

Volunteer Rights

- Volunteers can commence work in a program once an application for a Working with Children Check (WWCC) has been undertaken.
- Volunteers will be provided with an induction by staff / Principal regarding their roles and responsibilities when assisting in a classroom setting, [e.g. excursions, Kitchen / Garden, reading].
- Volunteers are indemnified as to their personal liability while undertaking schoolwork on behalf of, and with the approval of the Principal or School Council, in line with standard DET regulations.
- A volunteer 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 Accident Compensation Act 1995.

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- Volunteers may bring their child of pre-school age to classroom programs / activities where it is not likely to cause a disruption to students learning with the exception of the Kitchen for Occupational Health and Safety reasons.
 - Volunteers have the right to be treated respectfully by other volunteers, WPS staff and students, in accordance with The Prevention of Bullying - Staff and Committee Members policy.

Volunteer Responsibilities

- Volunteers are required to have a valid WWCC to participate in school programs*.
- Volunteers are required to submit their WWCC application receipt to the office staff for the details to be recorded.
- Volunteers will be required to register their attendance daily when volunteering in school programs.
- Volunteers are required to perform tasks in a professional and cooperative manner consistent with school expectations.
- Volunteers are required to maintain a confidential working environment for both students and staff.
- Volunteers are expected to become familiar with relevant WPS policies (refer to '*Relevant Documents*' below). Policies are available on the school's website www.wgps.vic.edu.au.
- Volunteers are encouraged to approach classroom teachers about issues that relate specifically to their volunteer role in advance. [example safety on an excursion]
- Volunteers are requested to avoid bringing in or using their own property during volunteering sessions due to OH&S regulations.
- Volunteers must report any injuries sustained to their person to the OH&S representative immediately to be documented before the volunteer leaves W.P.S.
- Volunteers are to notify the school office if unable to fulfil a volunteering commitment.

Westgarth P.S. Rights

- The Principal and staff may seek volunteers formally through the school newsletters, written invitations and personal approaches, as well as informally through conversations.
- The Principal may terminate a volunteering opportunity to a person without prior notice.
- When volunteering in the Stephanie Alexander Kitchen Garden Foundation programs and excursions, babies, toddlers and pre-school age children cannot attend the program, due to health and safety concerns.

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- W.P.S may terminate, postpone or reschedule in part / in whole a volunteer program without notice.
 - W.P.S staff may, at their discretion, ask a parent to remove a pre-school age child who is causing a disruption.
 - W.P.S may place number limitations on any volunteer program at its discretion.
 - W.P.S staff may bring to the attention of the Principal or Assistant Principals any issues or concerns they have relating to the volunteer program or specific volunteers.

WPS Responsibilities

- W.P.S will keep a register of all volunteers WWCC's.
- W.P.S will provide an induction when appropriate. This will include information relating to their roles and responsibilities and relevant school policies.
- W.P.S staff members will treat volunteers with respect, in accordance with The Prevention of Bullying - Staff and Committee Members policy.
- W.P.S will provide personal liability insurance cover for volunteers undertaking work on behalf of, and with the approval of, the Principal / School Council, in line with standard DET regulations.
- W.P.S will take appropriate action if any issues or concerns are raised that relate to the actions of volunteers.

*A school program for the purposes of this policy is defined as activities that relate to the school curriculum that have been planned by Westgarth Primary School staff.

Relevant documents

Confidentiality Policy
Excursions and In-School Activities Policy
First Aid Policy
Induction Policy
Lockdown Policy
Prevention of Bullying – Staff and Community Members
Prevention of Bullying - Students
Privacy Policy
School Council Code of Conduct
SAKGF – Go For Your Life Policy
SunSmart Policy
Public Liability Insurance

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