

## Volunteer Policy

Status: Final June 2015  
Education Sub-Committee.

### Rationale:

Opportunity for parent involvement in class activities and in the life of the school can only enhance the teaching and learning environment. Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition. Parents are able to provide Rolling Hills PS with significant resources, insights and expertise.

### Aims:

- To maximize the opportunities in which community members can be effectively involved in our school.
- To add significantly to the human resources available to the school.
- To provide volunteers with the support and recognition they deserve.
- To strengthen the interaction between parents in the local community.

### Guidelines:

- Rolling Hills Primary School will follow the DET guidelines for volunteers in schools - <http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>
- Volunteers are encouraged through direct participation in the day-to day teaching program assisting teachers, e.g. reading, excursions, pencil sharpening, etc.
- Volunteers are encouraged through indirect participation [no child contact] in assisting the school's operation, e.g. documentation, making aids, working bees, School Council, committee members, etc.
- Orientation training should be provided for all involved in direct activities.
- Teachers should provide clear directions to volunteers for their allocated tasks.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers shall adhere to Tribes Agreements – Mutual Respect, Safety, Attentive Listening, Appreciation, Personal Best, and Right to Participate.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- 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.
- An informal function with refreshments will be provided in Term 4 to thank volunteers for their contributions throughout the year.

### Implementation:

- All volunteers are required to sign in at the office when arriving and visibly wear the guest visitor identification badge.
- Toddlers are not to be in classrooms, or with helpers who are working directly with children in school programs.
- All children accompanying volunteers involved in indirect participation must be supervised at all times.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers accepting responsibility for student supervision with offsite school camps and excursions provide a satisfactory Working with Children Check prior to their involvement.
- Rolling Hills PS Volunteers are required to apply for a Working with Children Check and submit a copy to the Rolling Hills PS office.

### Evaluation:

The Volunteers Policy will be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council or as needed.

References:

<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>  
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/volunteers.aspx>  
[www.parents victoria.asn.au](http://www.parents victoria.asn.au)  
[www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)