

NAZARETH CATHOLIC SCHOOL GROVEDALE Volunteer Policy & Procedure Policy

Gospel Values

Justice	Truth	Respect	Dignity	Openness
Compassion	Reconciliation	Understanding	Cooperation	Care
Love	Integrity	Acceptance	Tolerance	Honesty

Volunteer Policy & Procedure

Philosophy:

We believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

Volunteer Selection Procedures:

Volunteers will be assessed for their suitability to work at the school by the Principal/ Principal's Nominee. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to complete a Volunteer Application Form and attend an induction before they commence volunteer work.

Volunteers offering to assist in programs where students are involved will be asked to provide:

- A Working with Children Check status
- Proof of personal identity.
- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.

The Principal/Principal's nominee's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of Steps for Volunteers:

1. Make informal contact with the school to ascertain school needs re volunteers.
2. Apply to the school providing background information, referee details and signed confidential declaration.
3. Attend an informal interview.
4. Attend induction training.
5. Sign agreement form.

School Responsibilities to Volunteers:

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided with full induction training that will include:
 - Mandatory reporting
 - Occupational Health Safety & Welfare procedures
 - Duty of Care responsibilities to students
- Confidentiality requirements
- Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

Volunteer Responsibilities:

- The volunteer's most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- For volunteers, respecting the rights of children means they must not:
 - work unsupervised with students
 - be involved in toileting students or assisting with change-rooms/sickrooms
 - have unsupervised contact with students during break times
 - encourage affection from or dependency in students eg by giving presents
- Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
- Display bullying or intimidating behaviours towards students.

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising teacher.
- Refer all requests to access school files to the supervising teacher.
- Sign in at office for volunteers on arrival and departure.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of Agreement:

When concerns arise about a volunteer, a solution to a problem or to improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the school.

To be reviewed: September 2023