



CAULFIELD PRIMARY SCHOOL

VOLUNTEER POLICY

POLICY NO. 5.4

Rationale:

Caulfield Primary School welcomes the contribution that volunteers make to the school, and actively invites parents, community members and others to participate in school activities.

Policy statement:

Caulfield Primary School volunteers are actively encouraged to participate in school activities.

Caulfield Primary School will manage its volunteer program in a way which makes best use of volunteer resources, while also protecting the safety and privacy of students, staff and parents.

For the purposes of this policy:

- 'volunteers' are anyone engaged in 'child-related work' at the school or at educational-based activities in an unpaid capacity, including 'parent helpers' in classrooms and other programs; and who has
- 'direct contact' with children. This includes oral, written or electronic communication as well as face-to-face and physical contact.

This policy applies to volunteers who perform their volunteer activities whilst the children are under the duty of care of school staff. It does not apply to working bees, school fetes or other events where the children are under parental duty of care.

Implementation:

- All volunteers must undertake an appropriate induction program, before they commence volunteer work at CPS. A volunteer induction program will be provided by CPS at the commencement of each school year and throughout the year as needed.
- All volunteers who have direct contact with children must have a current Working with Children Check or VIT card. It is the volunteer's responsibility to obtain this Check, keep it current (valid for five years) and to notify the principal within seven days if an Interim Negative Notice, or a Negative Notice, is issued. A copy of the Check is to be held in the school office. If a volunteer's occupation exempts them from the requirement to also have a WWCC then evidence of the exemption must be provided to the school.
- All volunteers on site are required to follow the school's visitor sign in and sign out procedures prior to undertaking any activities.
- Volunteers are expected to behave in a manner which is respectful of the school as a

learning environment and to respect the safety, privacy and autonomy of students, staff and parents of the school.

- Volunteers will at all times work under the direction of an identified staff member.
- Volunteers may be sought to assist with school camps, excursions, swimming activities.
- All volunteers must abide by the Child Safe policy and the Child Safe code of conduct at all times, both at school and off-site when working with children.
- Volunteers are required to carry out tasks in a manner consistent with school expectations/values, including the maintenance of a professional, cooperative and confidential working environment.
- Volunteers should maintain appropriate standards of conduct at all times – this includes speaking style/language, respect for personal space and care with any physical contact.
- Concerns by staff or parents regarding the work of a volunteer should be raised with the Principal immediately. Such concerns will be discussed promptly with the volunteer concerned and appropriate action taken.
- The Principal of the school or the school council may terminate any invitation to a person to assist as a volunteer.
- Volunteers' contribution to the school will be recognized annually in appropriate ways.
- It is the responsibility of the school office staff to update the WWCC Register on a termly basis and maintain the volunteer register, ensuring that volunteers have completed appropriate induction, as per the Working With Children Act, 2005 and changes commencing 1 August 2017.

Date of approval: 2017	Date of review: 2020
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