

# Northern Bay P-12 College

## VOLUNTEER POLICY NBC022

### 1. PURPOSE

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

### 2. BROAD GUIDELINES

- 2.1. Volunteers must be provided with the Volunteer Code Of Conduct to be signed and returned to the Campus Office.
- 2.2. Volunteer college worker means a person whom without remuneration or reward voluntarily engages in college work, at the request of the college.
- 2.3. Volunteers are actively encouraged to partake in college activities.
- 2.4. The college will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for mothers, fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- 2.5. Volunteers are required to carry out tasks in a manner consistent with college expectations, including maintenance of a professional, cooperative and confidential working environment.
- 2.6. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- 2.7. Volunteer college workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
- 2.8. 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.
- 2.9. Volunteers are an integral part of programs negotiated with / funded by organisations in partnership with the College.

### 3. IMPLEMENTATION

- 3.1. Volunteers will be sought formally through the campus newsletters, written invitations and personal approaches, as well as informally through conversation and opportunity.
- 3.2. Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.
- 3.3. Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory Working With Children Check WWC prior to their participation.
- 3.4. Campus leadership will meet with the auspicing organisation who are providing the volunteers to discuss their expectations and requirements.
- 3.5. Individual or groups of volunteers will be highlighted regularly in the newsletter, publicising their contributions to the school.
- 3.6. Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- 3.7. A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- 3.8. If the property owned by, or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Minister for Education or school council may authorise reasonable compensation.
- 3.9. The work of campus volunteers will be recognised at the end of each year at an appropriate thank you event.

### 4. EVALUATION

This policy will be reviewed regularly as part of the college's three-year review cycle.

<b>Document #</b>	<b>Committee Responsible</b>	<b>Review Date</b>	<b>Public Location</b>	<b>Ratified</b>
NBC022	Leadership	2018	Website / Compass	June 2015
	<b>Related Documents</b>			
NBC022A	Volunteer Protocols	2018		

### **Reference**

Volunteer Workers engaged in school related activities such as fund raising, School Council and meetings are covered by this Policy

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