

POLICIES AND PROCEDURES

Volunteer Policy



Date **May 2022**

Review **May 2024**

1. Rationale:

When students enrol at Lauriston Girls' School, teachers and parents become partners in their care and education. Through complementary roles, mutual support and open communication, the links between home and school can enrich the progress and experiences of a student.

Lauriston is appreciative of parents who volunteer their time to offer their assistance. The 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 in 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 School events such as the Mother's Day breakfast or other events where the children are under parental duty of care.

2. Implementation

- All volunteers must undertake an appropriate induction program before they commence volunteer work. The induction program will include training on the Child Safe Standards and school policies and procedures related to Child Safety and Wellbeing.
- All volunteers who have direct contact with children must have a Working with Children Check or VIT card. It is the responsibility of the volunteer to obtain the Working with Children Check, to maintain its currency and to notify the Principal within seven days if an Interim Negative Notice or a Negative Notice is issued. Copies of Working with Children Checks will be retained by the school. If a volunteer's occupation exempts them from the requirement to have a Working with Children Check then evidence of the exemption must be provided to the school.
- All volunteers on the campus 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.

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- Volunteers may be sought to assist with school excursions.
- All volunteers must abide by the Child Safety and Wellbeing 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 may terminate any invitation to a person to assist as a volunteer.