

Volunteers Policy

Rationale:

St Paul's greatly appreciates volunteers who assist positively with the implementation of our programs. Volunteer helpers however must comply with the St Paul's expectations and practices.

Aims:

- To enhance the educational programs at St Paul's, to build the partnerships between school and home, to provide opportunities for volunteers to develop their skills and become active participants in children's learning.

Implementation:

- The St. Paul's Primary School Community promotes the safety, wellbeing and inclusion of all children. Procedures in the St Paul's Child Safety Policy will be followed in matters involving children.
- St Paul's encourages the assistance of parents and other helpers in a wide variety of areas.
- Invitations for volunteers to assist in St Paul's programs will be regularly made via the school's newsletter or through personal contact.
- Volunteers for short-term projects such as day excursions, helping with reading, assisting with the school production etc will all be briefed by the Teacher in Charge as to their roles and responsibilities etc prior to commencement. At the same time matters of supervision and safety will also be discussed.
- Volunteers for longer term activities or activities requiring higher levels of expertise such as literacy rotations will be required to undertake appropriate training.
- The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit volunteers.
- Volunteers will receive frequent feedback and reinforcement.
- Volunteers in need of additional assistance will be provided with reasonable advice and guidance.
- Concerns relating to volunteers should be addressed to the Principal. Volunteers who are not reliable or do not meet the school's expectations will be required to relinquish their role.
- All volunteers will be required to sign into the school and wear an identifying name badge.
- All volunteers are required to obtain a 'Working with Children Check' card if they are to assist in the implementation of programs. A copy of this card needs to be provided to the school.
- All volunteers must complete a form that indicates that they have read and agree to the Child Safety Code of Conduct. This form will be retained at the school. A new form is to be signed each year.
- Working with Children Checks will be conducted in accordance with the 'Working with Children Checks' Policy'.

Evaluation:

- This policy will be reviewed as part of the St Paul's school review cycle.