

VOLUNTEERS AND VISITORS

PHILOSOPHY

Mount Waverley North Primary School proudly encourages the partnership between the school and families in their child/ren's learning. It also encourages strong partnerships between community services, schools, businesses and the broader community within the curriculum.

Interaction between the school and the community inevitably leads to the presence of a range of volunteers and visitors in the school.

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition. Volunteer school worker means a person whom without remuneration or reward voluntarily engages in schoolwork.

PURPOSE

- To support school programs and committees.
- To maximise the number and variety of effective volunteers who contribute to our school and student learning.
- To provide volunteers with the support and recognition they deserve.
- To ensure the safety of visitors and volunteers.
- To ensure a clear purpose for the presence of visitors and volunteers on the school site.

DEFINITIONS

Visitor:

For the purpose of this policy, a visitor is defined as someone who has been authorised to enter the school grounds under the authority of the Principal.

Volunteer:

A volunteer is a person who voluntarily engages in school work or approved community work, without payment or reward and with the authority of the Principal.

School work means:

- Carrying out the functions of a School Council.
- Any activity carried out for the welfare of the school, by the School Council, Parents and Friends Association or any other body organised to promote the welfare of the school or students.
- Providing any assistance with any education program or school activity.

IMPLEMENTATION

- All visitors and volunteers during class hours (9.00am – 3.30pm) are required to sign in and out from the school at the school office, with the exception of parents/guardians either dropping off or picking up their children.
- Where it is impractical for visitors to sign in it is expected that the Principal or their nominee approves their presence and the purpose of their visit. These activities include: assemblies, Open Days, Open Nights, Senior Market Place, Community Helpers' BBQ, AMES participants and parents attending Soccer Time Kids.
- All volunteers must have their *Working with Children Check* (WWCC) and signed Child Safety Code of Conduct kept on school file. (please refer to the Working With Children Check and Child Safety Policies).
- All visitors must stay in the Administration Area and/or under direct supervision of Principal Class or their delegate.

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- Parents will be informed of the school's requirements with respect to Working with Children Checks and the Child Safety Code of Conduct at the beginning of each year through the school newsletter and Level Information Nights.
- All visitors and volunteers will be issued with a sticker on signing in, that must be visibly worn whilst on the school premises.
- The admission of any visitor to the school is at the discretion of the Principal. The Principal shall have the right to refuse access to the school to any visitor who has the potential to cause controversy within the school or broader community.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Volunteers may be sought to assist with school camps and excursions (please refer to the Camps and Excursions Policy).
- All volunteers must be approved by the Principal. In the case of school camps, School Council must approve all volunteers.
- A member of the teaching staff must be present when volunteers are working with children.
- Volunteers will be provided with an appropriate induction as well as any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner. Induction will include OHS and Emergency Management procedures.
- Volunteer workers are covered by the Department's Workers Compensation policy if they suffer personal injury in the course of engaging in school work or when travelling to or from the place where the school work is to occur. All incidents are to be immediately reported to the Principal.
- Volunteers working in specific programs need to be punctual, reliable and give adequate notification if they cannot attend.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
- Where a Parenting Order or an agreement exists between parents for access to their child/ren, the classroom teacher and Principal will negotiate equitable times for both parents to volunteer at the school
- Volunteers will be invited to use the staffroom and facilities.
- Volunteers will be officially 'appreciated' in Term Four to thank them for their contributions throughout the year.
- 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.
- No visitors or volunteers will be allowed to photograph children without parental permission in accordance with the *Privacy Act*. This does not preclude parents photographing their own children at school events such as assemblies and sporting events.

RELATED POLICIES

- Working With Children Check
- Child Safety
- Camps and Excursions
- Photographing Students
- Emergency Management Plan

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