Volunteer Policy
Mornington Park Primary School 5040

POLICY DATE: 
STATUS: Draft or Approved by School Council …1…./…6……/2010

Definition:
• A volunteer is someone who engages in voluntary work at Mornington Park Primary School and does not seek or expect to be paid or receive any other form of remuneration for their endeavours.

Rationale:
• Volunteers are valuable members of the Mornington Park Primary School community. They add significantly to the human resources available to the school, and help to create a vibrant learning community. Consequently they deserve encouragement, effective management, support and recognition.

Aims:
• To recruit and retain volunteers who contribute to the life of the school in different ways
• To increase the number and variety of effective volunteers who contribute to the school.
• To provide volunteers with the support, relevant training and recognition they deserve.

Implementation:
• Volunteers are required to register their personal details with administration.
• Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers may be invited to use the staff room and facilities or be provided with alternatives for refreshments and breaks.
• Volunteers are actively encouraged to take part in a variety of school activities, and will be invited to do so.
• Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversations and other opportunities as they arise. If we don’t approach you, then please contact us and feel free to volunteer your time and expertise to assist the school community
• The school will seek to provide a variety of opportunities for volunteer participation.
• Volunteers can expect to be provided with support, professional development or instruction as is necessary to help them carry out their tasks at Mornington Park Primary School in a confident and effective manner.
• 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.
• Volunteers may be sought to assist with school camps and excursions. The Department of Education and Early Childhood Development and the School Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory Working with Children check prior to their participation.
• Individual or groups of volunteers will be featured in the newsletter, publicising their contributions to the school.
• A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year.
• Volunteer workers undertaking school work 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.
• 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.
• If the property 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 Department of Education and Early Childhood Development or school council may authorise reasonable compensation.

Evaluation:
• This policy will be reviewed as part of the school’s three-year review cycle.