



St Anthony's Catholic Primary School

VOLUNTEERS POLICY

Rationale

St Anthony's recognises and values the significant contribution made by volunteers to our school community. The richness and diversity of this contribution is both encouraged and supported by the school in an environment characterised by a:

..... genuine partnership (between) school staff, parents, caregivers, teachers, parish, students, and the wider community.

As parents/caregivers are more often than not the ones offering assistance to schools in a voluntary capacity, then tapping into this rich resource of volunteers is just one more of the many available strategies that enable our school to:

..... recognise and support parents as the first and foremost educators of their children.

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

Definition

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in work at the school.

Aims

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.
- To utilise the benefits of appropriate voluntary help from within the school community for the benefit of the students and school community.

Implementation

1. Our school seeks to provide a variety of opportunities for volunteer participation. Volunteers are invited and actively encouraged to take part in a variety of school activities. Volunteers are sought to assist with in-class instructional programs, cultural and sporting activities, school camps and excursions and a range of fund raising and school development programs.
2. Volunteers may be sought formally through school newsletters, written invitations, formal nominations and personal approaches, as well as informally through conversation and opportunity.

3. Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
4. Volunteers will not be required to carry out tasks with which they are uncomfortable, without sufficient instruction, or in a workplace that is unsafe. Volunteers carry out their duties under the supervision/guidance of those responsible for providing the voluntary work. Eg Gardening → Utility Officer,
Reading → Classroom teacher
5. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment. It is expected volunteers carry out the tasks within the prescribed duties allocated by the responsible officer.
6. Volunteers have a right to work in a safe and secure workplace environment.
7. Any voluntary work at the school can only occur after permission is granted from the Principal. As with all others who work within a school community, volunteers must be made aware of their legal rights and responsibilities within their workplace environment.
8. For insurance purposes, volunteers (indirect contact) will be required to register at the administration office daily and wear a visitors badge whilst in the school. Volunteers are invited to use the staffroom and facilities. Volunteers (direct contact) must sign in at the office and or classroom and display their volunteers certificate (licence) granted by the Catholic Education Office.
9. Injuries sustained by volunteers must be reported to the Principal. The first aid needs of the volunteer will be fully met. The Principal will report injuries to volunteers to the Catholic Church Insurance using the appropriate form. Volunteers are required to make their own payment for medical expenses before seeking reimbursement from the Catholic Church Insurance.
10. School emergency management procedures will ensure that sign-in and sign-out procedures are in place so that volunteers within the school at the time of an emergency or evacuation practice drill will be recognised and be appropriately catered for during that time.
11. All volunteers will be expected to comply with the Catholic Education *Code of Conduct*, a copy of which is available on the Catholic Education website.
12. Complaints by or about volunteers will be addressed via the school's grievance procedure.
13. (a) Every opportunity should be taken by our school to publicly recognise volunteers and the contributions that they make to the school and catholic education.
(b) Individual or group of volunteers will be highlighted in the newsletter, publicising their contributions to the school.
14. A morning tea each term will be provided to thank the volunteers for their contributions throughout the year.
15. It is recognised that within the school community there are potentially two categories of volunteers, namely:
 - 15.1 **Direct Contact** volunteers who have specific responsibility for and involvement with students; and
 - 15.2 **Indirect Contact** volunteers who assist the school on a specific occasion but do not have direct contact with or responsibility for students.
16. All **direct contact** volunteers must be registered with the Catholic Education Office (CEO) and fully screened for child protection purposes. Except in exceptional circumstances, volunteers who are not officially registered should not be allowed to work directly with students or to assume responsibility for their welfare.
17. The CEO will develop and maintain an updated registration database of the volunteers who are approved to have **direct contact** with and supervision of students. Such

volunteers will be issued with an approved *volunteer's card*. In accordance with the Archdiocesan policy the volunteer's card may also be recognised by other Catholic Church agencies.

18. In accordance also with Archdiocesan and TCEC policies, **direct contact** volunteers will be required to undertake an appropriate police check and sign a statutory declaration relating to any pending or spent convictions or charges relating to children. These, of themselves, are not necessarily a comprehensive "good character" check and additional references re good character may be required (eg. in the case of volunteers assuming responsibility for students in an unsupervised manner for an extended period).
19. Volunteers assisting in activities that require **direct contact** with children, are required to:
 - 19.1 obtain a satisfactory Police check prior to their participation. School will pay the costs for volunteers to undergo such police checks.
 - 19.2 sign a statutory declaration relating to any pending or spent convictions or charges relating to children.
 - 19.3 sign the Volunteers Agreement (Appendix 1) as part of the schools permission to assist.
 - 19.4 Attend any formal workshop organised by the school or CEO deemed necessary to undertake a volunteering role.
 - 19.5 To read and sign if necessary any information/materials relating to the rights/responsibilities retaining to the volunteering role.
 - 19.6 Report directly to the Principal (no other) any behaviour witnessed and/or heard directly or indirectly suspected to be of child abuse or neglect and/or outside the school's expected code of conduct and other expectations and policy protocols.
20. In order to obtain a volunteer's card, direct contact volunteers will be required to satisfy the requirements of guideline 16. In some circumstances, for instance where there is a delay in a police check being completed, the school Principal may grant provisional approval for volunteers who are not officially registered to work directly with children for an agreed period of time. This provisional approval will only be granted upon receipt of the statutory declaration (16.2) .
21. All **direct contact** volunteers working directly with students will be required to update and renew their volunteer status as per items 16.1 and 16.2 once every three years.
22. GUIDELINES FOR INDIRECT CONTACT VOLUNTEERS – Volunteers who, in the normal course of their activities, will only be having **indirect contact** with students are not required to obtain a 'volunteer's card'.

DEFINITIONS

Volunteers

Those invited parents, caregivers and others usually from within school communities who contribute unpaid time, energy and expertise for the betterment of the school and its students, on tasks either planned or unplanned, long term or short term, in classrooms or out, requiring highly skilled contributions or otherwise.

Direct Contact Volunteers

Volunteers who are involved in providing support, guidance and supervision directly to students and who would potentially have "unsupervised" contact with students during the normal course of providing the voluntary service (eg. Through in-class

instructional programs, school camps, sporting programs, school canteen etc)

Indirect Contact Volunteers Volunteers who are involved in providing support and services to the school community whilst not directly assisting a specific group of students. Generally such volunteers would not have responsibility for supervising students and would not have “unsupervised” contact with students during the normal course of providing the voluntary service (eg . working bees, school fairs, social activities etc).

Evaluation

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

Instituted November 2008

Amended March 2009. Jan 2013

This policy has been adopted from the Tasmanian Catholic Education Commission Policy ‘Volunteers in Catholic Education 2012’.



ST. ANTHONY'S SCHOOL

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*In keeping in line with the practices and protocols of the
Tasmanian Education Commission and School Volunteers
Policies, I ask all volunteers intending to assist teachers and
students this year to read, sign and return the following
agreement.*



Volunteers Agreement

Thankyou for volunteering your time to help in your child/rens classroom, Your support is very much appreciated. This letter outlines some school expectations for volunteers in order to maintain the safety, confidentiality, privacy and rights of all involved.

Helping the teacher in assisting student learning is a wonderful privilege for parents as well as for the teacher in utilising the talents and expertise of parents. Working closely with students and teachers brings an insight into the range of academic abilities, interests and work habits students possess. It also provides first hand observations of the teaching/learning strategies teachers employ. Often parents will be privy to the many conversations had between students and teacher.

With this in mind and the aim of maintaining Parent Help sessions as a positive and rewarding experience for parents and all students, I ask you to adhere to the following expectations:

That I am:

1. registered with the Catholic Education Office in Hobart to volunteer my assistance to students. Please show this when volunteering.
2. to conduct myself in a professional and Christian manner, modelling appropriately to the students the schools Catholic Ethos and Christian values.
3. confidential at all times.
4. assisting the teacher for the good of all the students.
5. supportive of the teacher working to the best of my ability with the tasks assigned.
6. only to undertake the tasks requested of me.
7. not to discuss students abilities, skills, results or behaviour outside the classroom to any other parent or student.
8. not to discipline any students without prior teacher instruction and permission.
9. to refer all behavioural/disciplinary issues to the teacher.
10. not to administer any medication to the students.
11. not required to undertake a task I feel uncomfortable with, ill informed or without sufficient instruction.
12. Not to undertake any task I believe puts my own safety at risk. (School insurance covers volunteers).
13. To sign in and out of the visitors book housed in each classroom.
14. Attend any formal workshop organised by the school or CEO deemed necessary to undertake a volunteering role.
15. To read and sign if necessary any information/materials relating to the rights/responsibilities retaining to the volunteering role.
16. Report directly to the Principal (no other) any behaviour witnessed and/or heard directly or indirectly suspected to be of child abuse or neglect and/or outside the school's expected code of conduct and other expectations and policy protocols.

If you have any questions about these expectations, please talk to your child's class teacher. Once again, thankyou for volunteering your assistance and adhering to the above.

Yours sincerely

Mark Workman
Principal

Please sign and return to the classroom teacher.

Volunteers Agreement 2013

I _____ have read the above letter and I will adhere to the expectations as outlined.

Signed _____

Date _____