



Volunteers Operational Policy

Purpose:	Volunteers are an important part of our school. This policy sets out expectations, responsibilities and procedures to be followed at Peace Lutheran Primary School to uphold its duty of care to the students, staff and volunteers. The policy aims to highlight the importance and value of volunteers at our school. This statement also aims to ensure a safe, stimulating and rewarding experience for both volunteers and the students and staff with whom they interact.	
Scope:	All staff and volunteers of Peace Lutheran Primary School	
Status:	Approved	Replaces: Volunteers
Authorised by:	Leadership Team	Date of Authorisation: 23 March 2023
References:	Procedure: Volunteers	
Review Date:	Every 3 years	Next Review Date: 2026
Policy Owner:	EA/Principal	

Volunteers play a vital role in the life of the school and we are most thankful to those who give of their time and talents in this way.

As a Christian School we are guided by love and respect for others. At the same time, the school is a workplace required by law to follow certain procedures to ensure a safe environment. This policy gives you expectations and procedures to ensure your enjoyment and safety when you are working at the school, as well as the enjoyment and safety of the children.

DEFINITION:

Volunteer school worker means a person who without remuneration or reward voluntarily engages in school activities.

PREAMBLE

When children begin their schooling at Peace Lutheran Primary School, teachers and parents must become partners in facilitating their child's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

At Peace we welcome the involvement of community members in our school. Volunteers in particular enable our school to offer educational services and facilities to our students and staff at a higher standard than would be attainable without their help.

Some children may not be ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

GENERAL INFORMATION AND EXPECTATIONS

- If the volunteer is a parent of the school, by law they are exempt from holding a blue card but it is requested that they remain in the designated classroom under the supervision of nominated teacher/s. Volunteers are asked not to wander throughout the school or other offices during their time on site.
- Our blue card requirements for volunteers differ for camps. If volunteers are needed as extra adult helpers on camp Peace gives parents who have children with special medical needs and parents with blue cards preference to attend camps over non blue card holders. This is done in accordance with our Risk Management Policy to ensure minimal risk to students.
- If the volunteer is not a parent of the school, (eg sport representatives, coaches, speakers) they must supply evidence of holding a current blue card to be eligible to assist in classrooms/outside sport etc
- The school's insurance policy covers volunteer workers. If volunteers are ever injured while working at the school, this is to be reported to the school office. For your future protection it may be appropriate to complete an incident report.
- Volunteers are not to bring siblings/other visitors on camps, excursions or any other activity during school hours. Exceptions to this must be discussed with the Principal before volunteering.
- All volunteers have a responsibility to report all suspicions of harm or risk of harm to students. If in the course of your duties you become aware of, or suspect, a student has been harmed or is at risk of harm, you must report it to the Principal immediately. If in doubt, always assume that a matter is reportable.

THE SCHOOL'S RESPONSIBILITIES TO VOLUNTEERS

- Volunteers and students will be recruited, selected, trained and managed in line with the Peace Lutheran Primary School's Child Risk Management Strategy
- A staff member will be allocated to supervise a volunteer in each of the areas he/she works
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students
- Records will be kept of a volunteer's training and work details as per the Work Place Health and Safety Officer's recommendation. If deemed necessary by the supervising teacher, volunteers can be trained to use electronic equipment (photocopiers, laminators, binding and shredding machines).

- Volunteers will be provided with full induction training by the Principal or delegated staff member before commencement that will include discussions on:
 - Evacuation procedures
 - Familiarization of relevant policy documents including Child Protection
 - Duty of Care responsibilities to student
 - Confidentiality requirements
 - Code of Conduct
 - Training specific to the area of volunteer work – use of electronic equipment
 - General Expectations

The Lutheran Church has a Policy and Action Plan for responding to complaints of sexual abuse/harassment by church employees which can be found at <https://www.lca.org.au/services-resources-training/policies/>