1. **RATIONALE**
   St Patrick’s Primary School believes that voluntary workers make a significant contribution to the school community by giving their time and sharing their God-given skills, talents and expertise with others. The interests and abilities of volunteers add significantly to the human resources available to our school, thus providing a wider range of interactions, opportunities and experiences for students.

2. **AIMS**
   This policy sets out the expected rights and responsibilities of volunteers at St Patrick’s Primary School. The policy aims to highlight the importance and value of volunteers at our school, and to ensure a safe, stimulating and rewarding experience for both volunteers and the students and staff with whom they interact.

3. **IMPLEMENTATION**
   a. **Volunteers’ Rights**
      As a volunteer, you can expect:
      - Recognition and thanks from our staff for your valuable time and assistance.
      - Appropriate information and support to undertake your duties effectively and efficiently and the right to feedback on completion of your duties.
      - Worthwhile duties that are within your capabilities and areas of interest. You are free to say ‘no’ to duties that you do not like.
      - Consideration and respect from other volunteers, our staff and our students.
      - Clear instructions about what you are required to do.
      - To feel comfortable about seeking support from staff members and other volunteers.
      - To feel free to make suggestions and to have respect shown for an honest opinion.
      - The right to make mistakes.

   b. **Volunteers’ responsibilities**
      - Prior to undertaking voluntary work at St Patrick’s, you are required to complete a “Working with children declaration for volunteers, workers and contractors exempt from a WWCC Clearance”. This form is available on our school website or from the school office.
      - Upon arrival at the school for voluntary work, you are required to sign the volunteers’ register in the foyer of the administration block, and to collect and wear a volunteers’ badge from the table next to the register.
      - Appreciate that teachers have a special duty of care for students which cannot be delegated or transferred to others. Therefore, if you encounter a problem while working as a volunteer you must refer the problem to the teacher for whom you are volunteering, or to the principal. At no stage should you deal with any issues involving either your child or another child.
• Observe confidentiality in respect to all information gained through your participation as a volunteer. Do not discuss or disclose to other people any personal information about students, their families, staff members or incidents that may have occurred during your time as a volunteer.
• If a student discloses to you information that causes you concern for the safety, welfare or wellbeing of the child, you are required to report the disclosure to either the teacher with whom you are working or to the principal.
• Observe safe work practices by avoiding unnecessary risks.
• Report any hazard or hazardous practice in the school.
• In the event of a lockdown or evacuation – either a drill or a real emergency – follow the instructions which are posted inside the doorway of the room in which you are working or which are given by a staff member.
• Report any problem related to health and safety issues in the workplace.

4. **BUDGET**
In supporting our volunteers, a proportion of the school budget will be allocated to the provision of resources required by volunteers to effectively undertake their duties. A budget will also be allocated to ensuring that their significant contribution to the school community is appropriately recognised.

5. **EVALUATION**
Every three years, or as school events necessitate, this policy will be evaluated by the staff.