



VOLUNTEERING POLICY

MARCH 2020

1. **PURPOSE**

This policy sets out the expected rights and responsibilities of volunteers at St Patrick's Primary School. It 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.

2. **POLICY STATEMENT**

Voluntary workers make a significant contribution to the St Patrick's 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.

3. **SCOPE**

This policy applies to all voluntary workers at St Patrick's.

4. **GUIDING PRINCIPLES**

Volunteers can expect:

- i. Recognition and thanks from the staff for their valued time and assistance.
- ii. Appropriate information and support to undertake their duties effectively, and the right to feedback on completion of their duties.
- iii. Worthwhile duties that are within their capabilities and areas of interest. They are free to say 'no' to duties that you do not like.
- iv. Consideration and respect from other volunteers, the staff and the students.
- v. Clear instructions about what they are required to do.
- vi. To feel comfortable about seeking support from staff members and other volunteers.
- vii. To feel free to make suggestions and to have respect shown for an honest opinion.
- viii. The right to make mistakes.

5. **RESPONSIBILITIES**

- i. Prior to undertaking voluntary work at St Patrick's, all volunteers must be registered with the school as volunteer workers. To be registered as a volunteer worker, a person is required to:
 - a. Obtain a Volunteer Working With Children Check number (WWCC), by either visiting a Service NSW branch or by completing an online application at <https://bit.ly/2kaDAvC>. There is no fee for a Volunteer WWCC.
 - b. Read the Volunteer Induction Handbook, which is available from the school office, or by downloading it [here](#). (Link to the Volunteer Induction Handbook).
 - c. Complete the following forms which are found in the Volunteer Induction Handbook:
 - Registration form – Appendix 1 (page 15)

- Volunteer policy declaration – Appendix 2 (page 19)
 - Code of Conduct Declaration – Appendix 3 (page 24)
 - Criminal history check - Form 1 (pages 27-31)
 - Working with Children Check declaration – Form 2 (page 32).
You will be required to provide your WWCC number on this form
- ii. Upon arrival at the school for voluntary work, volunteers are required to log in at the Compass Kiosk at the school office, and to collect and wear a volunteers' badge from the table next to the register.
 - iii. Volunteers should appreciate that teachers have a special duty of care for students which cannot be delegated or transferred to others. Therefore, if a volunteer encounters a problem while on duty, they must refer the problem either to the teacher for whom they are volunteering, or to the principal. At no stage should a volunteer deal with any issues involving either their child or another child.
 - iv. Observe confidentiality in respect to all information gained through their 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 their time as a volunteer.
 - v. If a student discloses to a volunteer information that causes them concern for the safety, welfare or wellbeing of the child, the volunteer is required to report the disclosure to either the teacher with whom they are working, or to the principal.
 - vi. Observe safe work practices by avoiding unnecessary risks.
 - vii. Report any hazard or hazardous practice in the school.
 - viii. 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 they are working or which are given by a staff member.

6. **BUDGET**

The school will make provision each year in its annual budget for professional development opportunities for volunteers in regard to this area. This will include a meal at the end of each year as a token of the staff's appreciation.

7. **NEXT REVIEW DATE**

This policy will be reviewed in 2023 in consultation with relevant staff.

8. **DEFINITIONS**

- i. Volunteer: A person who works for the school without either payment or an expectation of payment.
- ii. Duty of care: A moral or legal obligation to ensure the safety and wellbeing of students.
- iii. Confidentiality: Discretion in maintaining sensitive information secret.

9. **LEGISLATIVE / PROFESSIONAL GUIDELINES**

Working With Children Check Procedure: Catholic Schools Office, Diocese of Maitland Newcastle, April 2017.