

VOLUNTEER

POLICY

Definition

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

Rationale:

Reason for Existence

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 provide training where appropriate.

Implementation:


- Volunteers are actively encouraged to partake in 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 conversation and opportunity.
- The School will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for fathers, grandparents, family members from non-English speaking backgrounds, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- **All Volunteers must obtain Registration to Work with Vulnerable People (Children) before commencing work.** A copy of the WWVP Card must be presented to the Administration Team for copying and filing prior to commencing a volunteer role.
- Volunteers will be provided with the support, professional development or instruction necessary to help them carry out their tasks at 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, without sufficient instruction, or in a workplace that is unsafe.
- Volunteers may be sought to assist with school camps and excursions. Staff would look at the suitability of individuals volunteering.
- The Board of Directors requires that volunteers assisting with school activities, e.g.: reading recovery, camps and swimming programs, provide a satisfactory police records check prior to their participation.
- The South Pacific Division Office of Seventh-day Adventists holds insurance policies that cover volunteers in respect of liability claims from third parties in respect of loss and injury, and for personal accidents.
- For insurance purposes, volunteers will be required to register at the administration office daily and wear a visitor's badge whilst in the School. Volunteers are invited to use the staff room and facilities
- Injuries sustained by volunteers must be reported to the Principal. The first aid needs of the volunteer will be fully met. Volunteers are required to make their own payment for medical expenses before seeking reimbursement.
- Volunteers will also be thanked appropriately by the school for their service.

Evaluation:

- This policy will be reviewed as part of the Board of Directors' Review process. .

This policy was last ratified by Board of Directors in....

Month Year

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