



Policy Name	Volunteering Within the School Policy & Procedure
Related Policies and Legislation	Access to Children Policy Child Protection Policy & Procedure Parent Liaison Policy Parents & Friends Committee Policy Visitors Policy Working with Children (Criminal Record Checking) Act 2004 AISWA Guidelines: Volunteers
Policy Category	Student Wellbeing & Safety Staff Wellbeing & Safety Planning & Management
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	23 March 2017
Date Set for Review	March 2020
Person/s Responsible for Review	Treetops Administration

Volunteering Within the School Policy & Procedure

Purpose:

The purpose of this policy is to ensure that the obligations and requirements on volunteers within Treetops Montessori School are identified and communicated. This is to ensure there is no ambiguity on the responsibilities of the volunteers at School, and to ensure that we protect the needs of the students.

A volunteer is defined as a person who does community work on a voluntary basis. For Treetops, a volunteer school worker is a person who voluntarily engages in school work without payment or reward.

Volunteers are welcomed at Treetops in a number of roles:

- Parent Liaisons
- School Board
- Parents and Friends Committee

- Class Volunteering
 - One off assistance
 - Excursions or camps
 - Block assistance
- Project Volunteers
 - Busy Bees
 - Library Care

Treetops staff / Administration will manage the appointment of volunteers to these various roles.

Board Members and P&F committee will have their own induction procedures. 'Block assistant' class volunteers and camp/excursion assistants for Treetops Montessori School should undergo an induction process that introduces them to the role of volunteers in the school. Volunteer induction should also provide new volunteers with an understanding and appreciation of the need for confidentiality and the specific requirements of their task. See Appendix A - Volunteer Induction Checklist

In compliance with the *Working With Children (Criminal Record Checking) Act 2004*, Treetops Montessori School requires all its staff, and any adult (excluding school parents) doing unsupervised volunteer work which brings them into contact with students, to have applied for a Working With Children (WWC) Card.

In general, Treetops parent volunteers do not need to have a WWC Check and should not apply for one.

Volunteers, who are regular class volunteers or are on class excursions, are required to fill out a confidential declaration stating that they understand the role and requirements of the task and stating whether or not they have any criminal convictions or circumstances that might preclude them from working with children. In addition, volunteers who attend overnight camps are required to complete a Working with Children Check.

Contractors, consultants and volunteers working with the School must be aware of the School Code of Conduct and behave in a manner consistent with the conduct requirements described in it. Behaviour that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated. The Volunteer Handbook has been developed to ensure that volunteers are aware of appropriate conduct and behave in a manner that is in keeping with the school expectation.

Appendix A

VOLUNTEER INDUCTION CHECKLIST

Teacher / Supervisor prior to commencement:

1. Teacher/supervisor review the 'Volunteering within the School Policy and Procedure'.	<input type="checkbox"/>
2. Clearly define the need and role for volunteers, the 'category of volunteer', liaise with the Enrichment Director if regular student support is needed and seek school administration permission as to the use of volunteers.	<input type="checkbox"/>
3. Consider provision of a mentor for the new volunteer to provide support (e.g. parents new to 'special lunch').	<input type="checkbox"/>
4. Inform staff and students, if required, of the volunteer's starting date and duties.	<input type="checkbox"/>
5. Ensure volunteers are given/have read a copy of the 'Volunteer Handbook'.	<input type="checkbox"/>
6. Implement a short induction with new volunteers (return signed declaration to office).	<input type="checkbox"/>
7. Identify other key contacts and provide contact details as appropriate.	<input type="checkbox"/>
8. Acknowledge volunteers in Clippings / Twigs	<input type="checkbox"/>

Volunteer Induction

1. Confirm that the volunteer has received, read and understands the Volunteer Handbook.	<input type="checkbox"/>
2. Confirm that the volunteer fully understands the role and the obligations, expectations and protocols (for example- cooperation and collaboration, use of first name, dress code, codes of behaviour) associated with that role.	<input type="checkbox"/>
3. Confirm that the volunteer explicitly understands class / student and teacher confidentiality requirements.	<input type="checkbox"/>
4. Discuss any special requirements of the volunteer (for example, any adjustment to the workplace to address any disability) and make necessary arrangements.	<input type="checkbox"/>
5. If needed, ensure the volunteer is familiar with the school site and provide a physical orientation of the specific workplace.	<input type="checkbox"/>
6. Discuss emergency procedures and emergency exits (i.e. Fire Drill / Lockdown procedures, First Aid Officer (Office Administration), Health and Safety Officer (Bursar / Office Administration).	<input type="checkbox"/>
7. If required, outline email protocols; use the school photocopier/s, telephones.	<input type="checkbox"/>
8. Ensure the volunteer has signed a 'Volunteer Declaration' form. (Please ensure this is returned to the office).	<input type="checkbox"/>

Appendix B

VOLUNTEER DECLARATION - CONFIDENTIAL

This form is to be used for regular class volunteers, excursions and camps. It is not intended for occasional one off visits (i.e. special lunch, P&F morning teas, assemblies, meetings etc.).

Please complete the relevant details, sign, date and submit this form to the School before the commencement of any work in the School.

I _____ representing
(print name)

(Name of company, if applicable)

I understand the confidential nature of the role of working within a classroom / school environment and that it is not appropriate for me to discuss student progress with anyone other than the class teacher or designated school administration supervisor.

I have reviewed and understand the expectations as outlined as part of an induction program and / or the Parent Volunteer Handbook.

I agree to respect the privacy & confidentiality of the class, the work of the teacher and agree to honour the schools acceptable use of school equipment, including use of Facebook, social media, internet, photos and computers.

I declare that I do not have any circumstances, reasons or convictions that might preclude my working with or near children and undertake to inform the School immediately should my circumstances change or there arises any reason or conviction that may preclude my working with or near children.

I am/am not (delete one) a parent of a student enrolled in Treetops Montessori School.
(If not please complete the contact details below):

Home/Business address:	
Contact phone numbers:	
Email address:	

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if considered necessary to verify the information provided.

Signature: _____ Date: _____