



# Nunawading Christian College Secondary Volunteers Policy

## Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
New	2006	2011		Dillon Cocks	School Council
1	March 2017	2022	Update for current needs and staffing	NCCS Admin	School Council

## Rationale

Nunawading Christian College (Secondary) adopted the Volunteers Policy because:

- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition;
- Volunteers should be subject to the same checks and restraints as all others staff;
- Students and the College environment need to be protected from potential abuse and/or danger.

## Aims

The Aims of the Volunteers Policy are to:

- Maximise the number and variety of effective volunteers who contribute to our school;
- Provide volunteers with the support and recognition they deserve;
- Ensure any volunteers utilised by the College are safe and reliable and adhere to the same policies and standards as paid staff members;
- Ensure that neither the students, the staff or anyone associated with the College are endangered due to unreliable volunteers.

## Policy Statement

The Volunteers Policy involves the following:

A Volunteer School worker means a person who without remuneration or reward voluntarily engages in School work.

1. Volunteers are actively encouraged to partake in school activities, and may be invited to do so;
2. Volunteers will be sought formally through the newsletter, text messages sent by the School, written invitations and personal approaches, as well as informally through conversation and opportunity;
3. The School will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for parents, grandparents, and opportunities for volunteers to be involved in specialist classes where applicable;
4. All volunteers working at the School are required to provide a copy of a Working With Children Card and complete the Child Safe Code of Conduct prior to their participation;

5. Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in an effective manner;
6. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment;
7. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained;
8. Volunteers may be sought to assist with school camps and excursions. The School Council requires that volunteers assisting with school camps and swimming programs have the required qualifications (eg. First Aid Certificate, etc.);
9. Individual or groups of volunteers may be highlighted each week in the newsletter, publicising their contributions to the school;
10. Volunteers will be required to register at the administration office daily, and wear a visitor's badge whilst in the school. Volunteers will be invited to use the staff room and facilities;
11. A morning tea or other similar event may be provided in Term 4 to thank volunteers for their contributions throughout the year;
12. Volunteer workers undertaking school work on behalf of, and with the approval of, the School Council or Principal are indemnified as to their personal liability in similar terms to teachers;
13. A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995. Details should be discussed with the Education Director;
14. If the property or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the school work, the Principal or School Council may authorise reasonable compensation.