



## **VOLUNTEER POLICY**

### **GENERAL STATEMENT:**

At St. Michael's we believe that volunteers make a significant contribution to the school community by giving of their time and sharing their God-given talents, skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement and support school programs, thus providing a wider range of interactions and experiences for students.

### **DEFINITION:**

St. Michael's defines volunteers as any person not employed by the school who gave of their time to assist in school activities involving students. This may be short/long term, ongoing or one of.

NB. Volunteers working in the school will under normal circumstances be supervised and will be in sight of a staff member.

The principal or delegate is responsible for the induction of volunteers.

### **INDUCTION PROCEDURES FOR VOLUNTEERS:**

All volunteers before being accepted by the school are to:

- Attend a mandatory notification training session run by the school or other provider (updated every two years).
- Obtain an appropriate police check.

Records of both mandatory notification training and police checks will be kept in a central register maintained by the school.

## THE VOLUNTEER'S RESPONSIBILITIES TO THE SCHOOL:

The volunteers' most important responsibility relates to his/her duty of care to children. Students are generally a vulnerable group, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability or if they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

- Have unsupervised or unauthorised contact with students during break times
- Encourage affection from or dependency in students (eg. by giving presents)
- Have intentional physical contact with students (other than in an emergency)
- Display bullying or intimidating behaviours towards students.

Volunteers must:

- Participate in the induction process run by the school.
- Refer all student concerns or behaviour issues to the supervising teacher.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Must comply with legal requirements (eg. OHSW, Mandatory Notification)

Reviewed January 2011