



Norton Summit Primary School

Volunteer Policy



There is great value in our school community and people who volunteer to improve our school in a variety of ways including student's learning, our Parents and Friends fundraising committee or beautifying the physical environment our students use every day.

Volunteers by definition are people who work without remuneration or reward and they add significant value to the human resources available to our school and deserve encouragement, effective management and the support and recognition they deserve.

Volunteers are actively encouraged to be included in a variety of school activities and will be sought in both formal (through newsletters etc before events such as camps) or informal (through class teachers for listening to reading etc) ways.

Volunteers are also encouraged for committees such as Parents & Friends (you do not need to be a Governing Council member to be on this committee) or Busy Bee committees which will be advertised throughout the year.

People are encouraged to register their interest to volunteer at the front office if unsure of how to get involved and the school will support involvement with a range of options and communications.

Implementation

- ⇒ **ALL volunteers at our school need to have completed Responding to Abuse and Neglect (RAN) training as well as have a Working with Children Check.**
- ⇒ Volunteers need to sign in at the front office when onsite and sign out on departure
- ⇒ Volunteers will need to follow the direction of the staff member they are supporting and seek guidance from this supervising staff member regarding student matters
- ⇒ In the instance of travelling offsite with the school (ie camps and excursions) volunteers need to be provided with a printed risk assessment from the supervising teacher to ensure they are aware of processes undertaken when offsite in the event of an emergency
- ⇒ In the event of property damage to a volunteer's property whilst volunteering, reasonable compensation may be authorised
- ⇒ Volunteers who provide transport (in the event of camps or excursions) need to have FULL comprehensive car insurance and provide these details to the front office prior to the date of the transport being provided.

Please feel free to approach the class teachers or principal if you have a particular skill set or idea you'd like to support our school with. We welcome involvement from everybody! '

This policy was ratified by Governing Council on: 27th October 2021