Mt. Barker South Primary School

Volunteer Policy
Philosophy

The support of volunteers allows our school to provide additional programmes, that support student learning, extend what can be provided at excursions and camps, and provide additional services to students, such as student volunteer lunches, fundraising activities and school administration.

It is our intention to balance our responsibility regarding duty of care to our students, with a responsibility to support value and protect our volunteers.

Volunteers may have a wide range of interests and abilities that compliment school programmes, thus providing a wider range of interactions and experiences for our students.

Eligibility for Volunteer Work at Mt. Barker South Primary School

Volunteers will be assessed for their suitability to work at our school by the Principal. Volunteers may be required to attend an interview to ascertain suitability to work as a volunteer. All volunteers will be given an appropriate induction programme and an Agreement and confidential Volunteer Declaration to sign.

The Principal’s decision is final in determining who is eligible to work in the school. In making the decision, he/she can ask for documentation of previous experience and/or character references.

Volunteers are required to have a current police clearance prior to taking up duties.

MBSPS Responsibilities Towards Volunteers

A staff member will be allocated to support a volunteer in each of the areas he/she works.

Volunteers will be trained as necessary in:
• Mandatory Notification
• General Duty of Care of students
• Occupational Health, Safety and Welfare
• Training specific to their area
• Confidentiality requirements

Provision will be made for volunteers to discuss any concerns which may arise.

Staff will meet their Duty of Care to students by not leaving a volunteer in an isolated area

Record Keeping

The school will keep the following records:
Selection notes/dates
• Dated information about any concerns raised by the volunteer and any action taken
• Dated information about any concerns raised about the volunteer and action taken
Mt. Barker South Primary School
School Volunteer Agreement

As a volunteer at Mount Barker South Primary School, I agree to:

1. Work as a volunteer in the area/s of ________________________________

2. Discuss any concerns in relation to school matters with an appropriate staff member.

3. Keep all school related matters confidential and under no circumstances approach parents/ caregivers or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal and staff.

4. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

5. I agree to participate in appropriate training programmes regarding Mandatory Reporting, Occupational Health, Safety and Welfare procedures, duty of care of students and confidentiality.

6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

7. I agree to provide an up to date Police Clearance Certificate.

Volunteer

Signed.........................................................         Name..................................................

Date............................................

School Principal or Delegate

Signed.........................................................         Name..................................................

Date............................................         Title.....................................................