



Our Lady of Hope School

Greenwith

POLICY DOCUMENT

VOLUNTEERS POLICY

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VISION

Our Lady of Hope School (OLOH) is dedicated to providing a catholic education to primary school students. OLOH School values and encourages the active participation of volunteers in the life of the School and believes that volunteers can make a significant contribution to the school community.

RATIONALE

Positive partnerships with parents and caregivers and some members of the wider community are significant in the overall effectiveness of the education and care process at OLOH School.

AIMS

The School aims to be inclusive of all who wish to volunteer to enhance the education of our students. This policy aims to ensure that people who wish to volunteer understand their obligations in relation to contributing to a safe environment for all children and adults at our school. It is also important all legislative, Catholic Education Office (CEO) and school requirements are met by those who wish to volunteer.

IMPLEMENTATION

- The School will strictly adhere to the Procedures for Engaging and Inducting Volunteers as directed by the CEO.
- School Leadership will run Induction Sessions for prospective volunteers. This is a prerequisite to being eligible to apply to be a volunteer.
- Prospective volunteers outside of our direct school community and unknown to the school will be required to have an interview with Leadership to explain why they wish to work with students or a school community that they are not directly related to. Character references will also be sought from these people.
- The School will encourage ongoing volunteer and police check training for nominated school staff who are responsible for the day to day management of volunteer applications and confidential record keeping.

VOLUNTEER ROLES

- Volunteers are required to sign and abide by the OLOH Volunteer Code of Conduct, refer to Appendix A attached.
- There are two types or recognised Volunteers:-
- Regular – accredited Volunteers are permitted to volunteer on and off the school site and are required to hold a current catholic police clearance.
- Occasional – accredited Volunteers are permitted to volunteer on site only, under the strict supervision of staff and only up to 7 times per calendar year without a catholic police clearance.

- Volunteers roles may extend to Classroom or special program assistance, canteen, excursions & camps, sporting carnivals and after school sports, school committees and School Board

EXCLUSION FROM VOLUNTEERING

- The School and CEO leaders have the authority to:
- Require a volunteer to withdraw from volunteering programs at any time if concerns exist about their suitability for working with children or for the role; and
- Exclude a parent, caregiver or other person from the school grounds if their behaviour threatens the wellbeing of staff, parents or children.

WORK HEALTH SAFETY (WHS)

- WHS training is essential for all employees and volunteers in the workplace. All workers and employees including volunteers and visitors are required to take reasonable care for both their own health, safety and welfare and the health, safety and welfare of others. Volunteers are considered to be workers under current WHS legislation.
- A site WHS Induction is required for all volunteers and will be included as part of the Volunteer Induction Session.


CONFIDENTIALITY

By the volunteer

- It is acknowledged that in the course of their work, volunteers may come across sensitive and confidential information. It is essential for all volunteers to maintain confidentiality and if concerned raise the issue with the Principal or Deputy Principal.

About the volunteer

- Under the Privacy Act School staff are required to maintain volunteer confidentiality. Volunteer records are stored in a confidential area with only authorised staff being able to access them.



Chairperson

12/12/2017

Date



Principal

12/12/2017

Date

CATHOLIC CHURCH SAFETY MANUAL

Approved: 2015

Review Date: 2018

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OLOH Volunteer Code of Conduct

Our Lady of Hope School is a Catholic School dedicated to providing a catholic education to primary school students. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

As a Volunteer, you must:

- Carry out your task in a way that corresponds with the ethos and aims of the organisation,
- Respect the confidentiality of the Organisation and the people who work/use it.
- Treat others with respect. Abusive language must not be used towards a staff member, volunteer any other person.
- Not possess or use alcoholic beverages or illegal drugs on Our Lady of Hope School's property or reporting to the program while under the influence of drugs or alcohol.
- Respect the human rights of others and operate within the organisation anti-racist and anti-discriminatory policies and procedures. Verbal, physical or visual harassment of a staff member, volunteer or any other person will not be tolerated.
- Perform your tasks with regard to health and safety to yourself and others.
- Not bring onto Our Lady of Hope School's property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Comply with all policies and procedures and wear Personal Protective Equipment as required.

Failing to cooperate with the reasonable request of a staff member, adult supervisor/leader/mentor may result in discipline.

I have read and I understand the Our Lady of Hope School's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a Volunteer if I violate any of these rules.

Signature _____ Date ____/____/____

Witness _____ Date ____/____/____