



Manor Lakes P-12  
College

## **POLICY**

### **Volunteers Policy**

Ratified: 08/08/2019



### Purpose

To provide guidelines for parents/adults who volunteer to assist at Manor Lakes P-12 College in any capacity.

### Scope

This policy applies to any volunteers who may attend school grounds when the school is open for instruction between the hours of 8:00am to 4:00pm. Our aims are to enrich the learning environment of the College by welcoming and supporting volunteers into the College, continue to strengthen the home-College partnership by valuing the education process and learning environment, promote opportunities for volunteers to provide learning support for students in the College and provide and promote opportunities for volunteers to participate in a variety of activities for their own interest/learning including parent information courses, food handling training etc.

### Definitions

#### Volunteer

Unpaid helper, e.g. parent or family member of College students, members of the local community, past students, etc. Volunteers at Manor Lakes P-12 College may work in College Council and/or subcommittees, whole school or College community activities, College sub school teams or individual class/specialist areas. Volunteers at Manor Lakes P-12 College are required to have a current 'Working With Children Check'.

### Policy

#### Guidelines for Volunteers

- Volunteers will be invited by College staff to assist at regular or specific times throughout the year, e.g. in the classroom/learning area, excursions/camps, fetes, working bees, stocktakes, Book Club, concerts, sporting and special events, etc
- Volunteers will be expected to report to the office and sign in as a 'Visitor' via one of the Compass kiosks
- Volunteers who work with children in addition to their own will require a current Working with Children Check Card
- Volunteers who assist with camping programs and programs that involve the handling of money are required to have a Police Check/Working with Children Check Card
- Volunteers will complete an expression of interest at the beginning of the year/during the year, detailing their availability and preference for the type of volunteer work
- Volunteers whose preference is to assist in the classroom will be provided with an opportunity to participate in an information/training session at the commencement of each semester to assist them in developing appropriate knowledge and skills for use when working with children in the various learning environments
- Volunteers will be assigned to the classroom/team of their own child/ren unless for an activity across the whole College
- Volunteers will be expected to maintain confidentiality at all times, i.e. not to discuss any sensitive, personal matters that they witness or hear in the College environment.



- Volunteers do not have the right to discipline, touch or advise children within the College Volunteers will report any discipline matters/concerns to teaching staff immediately, thereby allowing the staff to deal with the matter according to College guidelines
- Volunteers are not to use personal mobile phones as a means of recording or photographing students in the classroom environment or on school excursions or camps
- Volunteers are not to upload images or recordings of students or staff on any internet sites without authorised permission
- Volunteers will adhere to the Manor Lakes P-12 College Volunteers Code of Conduct
- Volunteers with pre-school children are asked to negotiate with teachers as to the tasks that they can perform in or outside the classroom. If pre-school children are being disruptive to the learning of other children in classrooms, volunteers are encouraged to excuse themselves from the situation or may be asked by staff to resume the duties at another negotiated time.
- Volunteers will be expected to work under the direction/guidance of a staff member/coordinator and will adhere to associated policies and guidelines
- Volunteers will be expected to be familiar with the Manor Lakes P-12 College Child Safety policy
- Volunteers will be expected to complete an OH&S Induction

### Guidelines for teachers

- Staff will make volunteers feel valued and supported within the College
- Teachers/coordinators will confirm times and programs for volunteers following receiving of the volunteers individual Expression of Interest form.
- To ensure equity for all interested volunteers, independence of children and accountability of staff, regular arrangements within each classroom will not exceed 2 hours per person per day or 10 hours per week
- Within the classroom, teachers will provide meaningful activities for volunteers related to student learning and activity, e.g. hearing reading, assisting with literacy/numeracy/science/craft activities, preparation of team/College resources etc
- Staff will not use volunteer help for their personal benefit of administration, cleaning, making of personal resources etc
- Staff will maintain confidentiality and professionalism at all times and will not divulge confidential student and College information
- Staff will remind and enforce volunteers to not use personal mobile phones to photograph or record students or staff in the classroom environment or on school excursions and camps
- Staff will provide volunteers with college devices for the purposes of photographing students with an intended purpose and ensure authorised permission is provided by parents/guardians prior to photographing students
- Staff will ensure no images or recordings of students or staff are uploaded on any internet sites without authorised permission
- Teachers/coordinators will communicate with volunteers, any necessary alterations or flexibility to the existing arrangements as a result of timetable constraints etc



**Review cycle and evaluation**

This policy will be reviewed as part of Manor Lakes P-12 College three-year review cycle.

<b>Policy ID</b>	<b>Updated</b>	<b>Ratification Date</b>	<b>Review Date</b>
VOP-16	10/02/2019	08/08/2019	August 2022