



## VOLUNTEERS POLICY

### **Rationale:**

- Tullamarine Primary School greatly appreciates volunteers who assist positively throughout the school.
- It is mandatory that volunteers comply with the school's expectations and practices.

### **Aims:**

- Support the educational programs at the school.
- Build partnerships between school, home and the community.
- Provide opportunities for volunteers to develop their skills and become active participants in students' education.

### **Implementation:**

- ***Working with Children Checks*** will be conducted in accordance with the School Council's 'Working with Children Checks' Policy'.
- ***Working with Children Checks*** must be linked to Tullamarine Primary School.
- Volunteers are bound to a verbal confidentiality agreement regarding information about students and staff.
- Volunteers are asked to respect the privacy of staff property, including pigeon holes and the desks of teachers and office staff.
- Invitations for volunteers to assist in the school's programs will be made via the school's newsletter, or through personal contact.
- Volunteers for excursion, literacy activities, special events etc. will be briefed by the staff in charge as to their roles and responsibilities prior to commencement.
- All volunteers are required to sign in at the office and wear an identifying name tag.
- Volunteers may be required to undertake appropriate training for assistance in Literacy activities.
- The school may conduct formal programs such as 'Classroom Helpers' to skill and recruit volunteers.
- Volunteers' will receive frequent feedback and reinforcement from the classroom teacher. Additional assistance will be provided with reasonable advice and guidance.
- Concerns relating to volunteers should be addressed to the Leader of the team. Volunteers who are not reliable or do not meet the schools expectations as outlined in the policy will be required to relinquish their role.
- All instructions and directions to students are the sole responsibility of the teacher.
- Volunteers are to assist a range of students as requested by the teacher.
- Pre-school children will not be able to join the volunteer in the school.
- The timetable for volunteers is subject to change and cancellation without prior warning.
- The duties performed by volunteers are subject to change without prior warning.

### **Review Cycle**

This policy was last approved by school council in March 2018 and is scheduled for review in March 2021.

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I \_\_\_\_\_ fully understand and agree to abide by the expectations and requirements as outlined in the Volunteer Policy. I accept that my position as volunteer in the school is subject to change without prior warning and fully accept that my position as volunteer will cease if I am in breach of the policy.

Yours sincerely,

\_\_\_\_\_ (Please sign)

\_\_\_\_\_ (Print name and date of contract)