



Primary Only	Secondary Only	<b>Combined Policy</b>
<b><i>Both Campuses</i></b>	<i>Taylor's Hill Only</i>	<i>Mernda only</i>
<b><i>Policy Type: Administrative</i></b>		

**RATIONALE**

Volunteers add to the human resources available to Gilson College and consequently they deserve encouragement, effective management, support and recognition. At the same time volunteers should be subject to the same expectations as all other staff.

**IMPLEMENTATION**

1. Volunteers are anyone outside of the College staff and student body who contributes manpower to the College without remuneration. This does not include contributions to the Parent Engagement Program.
2. Volunteers should be actively encouraged to partake in school activities, and may be invited to do so for particular events.
3. Training for volunteers in the College Child Safe policies and practices will be carried out before volunteers are invited to take part in College activities on or off campus.
4. All volunteers working at the College are required to provide a current, satisfactory Working With Children Check (WWCC) prior to their participation. A copy of the WWCC is kept on file in College records.
5. Under Ministerial Order 870 and the Child Safe Standards, volunteers working at the College are required to read, agree to and sign the College Child Safe Code of Conduct (COC) prior to participation. A copy of the COC is kept on file in College records.
6. The Code of Conduct along with the College Statement of Commitment to Child Safety, and Child Safe Protection Policy are available to all volunteers on the Gilson College website and SEQTA Learning Management System parent portal.
7. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, co-operative and confidential working environment.
8. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
9. Volunteers will be required to register at the administration office daily, and to wear a visitor's badge whilst in the school.
10. Volunteers will be invited to use the staff room and facilities.
11. The school will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for parents/carers, grandparents and other family members to be involved in specialist classes where applicable.
12. Volunteers will be provided with any professional development support, or instruction necessary to help them carry out their tasks at school in an effective manner.
13. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.

14. Volunteers may be sought to assist with school camps and excursions. Volunteers assisting with school camps and swimming programs must have the required qualifications (e.g. First Aid Certificate, etc.).
15. Individual or groups of volunteers may be highlighted each week in the newsletter, publicising their contributions to the school.
16. A morning tea or other similar events may be provided in Term 4 to thank volunteers for their contributions throughout the year.
17. Volunteer workers undertaking school work on behalf of, and with the approval of, the Principal or designee, are indemnified as to their personal liability in regard to damages or losses sustained as a result of their actions, in similar terms to that of teachers; apart from criminal actions.
18. A volunteer who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995. Details should be discussed with Principal or designee.
19. If the property under the control of a volunteer worker is damaged or destroyed in the course of, or arising out of the school work, the Principal may authorise reasonable compensation.
20. Volunteers who fail to adhere to the expectations placed upon them, or who fail to conduct their work in an acceptable manner may have their volunteer work cancelled.

*This policy was shared with Taylors Hill staff in*

*This policy was shared with Mernda staff in*

*This policy was checked by ADCOM in Aug 2019*

*This policy was ratified by the College Council Sept 2019*

*This policy was updated Jul 2019*

*This policy is due for review by 2022*