

Volunteers Policy



Rationale

Ormond Primary School recognises the importance of parents, carers and members of the community participating in the school curriculum as volunteers. The use of volunteers in school programs supports the school's ongoing focus of improving student outcomes through a school/community partnership.

Aims

- To define the roles, responsibilities and expected behaviour of volunteers in school programs.
- To support and inform volunteers regarding school curriculum.
- To promote the contribution of volunteers within the school.

Implementation:

- Volunteers are encouraged to participate in all appropriate aspects of the Ormond Primary School curriculum where there is a mutual benefit.
- Training/orientation programs for volunteers are designed, where appropriate, to enable them to understand and contribute to the school's programs and educational philosophy.
- School staff working with volunteers will support the volunteers' involvement and guide their actions and knowledge to ensure their contribution is optimised.
- Volunteers are made aware of the Ormond Primary School Privacy Policy upon joining any school program.

Because the importance of safety and security of the students at Ormond Primary School is paramount:

- Volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children.
- Volunteers working within the school buildings or grounds with students will at all times be within sight of the staff member/s responsible for that group of students.
- Volunteers participating in day excursions must do so in accordance with the supervision and directions of the teacher/s responsible.

Evaluation

Feedback on the appropriateness and contribution of the volunteers and by the school community is always welcomed.

POLICY LINKS

- OPS Mandatory Reporting policy
- OPS Privacy policy
- OPS Child Safe Policy
- OPS Child Safe Code of Conduct
- OPS Working With Children policy

Renewal and Approval:

This policy will be reviewed as part of the school's four-year review cycle.

Ratified by School Council