



VOLUNTEERS POLICY

RATIONALE

Volunteers add significantly to the human resources available to the school, and consequently volunteers deserve encouragement, effective management, support and recognition. Volunteer school worker means a person whom without remuneration or reward voluntarily engages in school work, at the request of the school.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that volunteers pose no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for volunteers to schools. This policy should be implemented in alignment with:

1. DET First Aid Needs Policy:
<http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx>
2. DET Reporting (emergency and incidents):
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
3. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
4. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
5. HSDS's Accidents and Incidents Reporting Policy
6. HSDS's Emergency Management Plan
7. HSDS's Engagement and Inclusion Policy
8. HSDS's Mandatory Reporting Policies and Procedures
9. HSDS's Visitors Policy
10. HSDS's Working with Children Checks Policy
11. HSDS's Confidentiality Policy
12. HSDS's Smoking Policy
13. HSDS's Drug and Alcohol Policy
14. Any other current or future policy related to the health and safety of visitors, staff and students of our school

Hamilton Special Developmental School staff will:

1. Provide a safe and secure environment for our students, staff and resources.
2. Establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of our school.
3. Maximise the number and variety of effective volunteers who contribute to our school.
4. Provide volunteers with the support and recognition they deserve.

IMPLEMENTATION

1. Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
2. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.



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3. Volunteers will be provided with an appropriate induction and any support, professional development or instruction necessary to help them carry out their tasks at school confidently and effectively.
4. A series of forms/documentation will need to be completed prior to commence of volunteered activities. This will include, but may not be limited to, Volunteer Agreement, OHS induction, a copy of a current Working with Children's Check
5. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
6. Volunteers will not be required to carry out tasks with which they are uncomfortable or untrained.
7. Volunteer school workers are not liable in any civil proceedings for anything done, or not done, in good faith in providing a community service.
8. Volunteers may be sought to assist with school camps and excursions.
9. Volunteers will be required to register at the administration office daily. Volunteers will be invited to use the staff room and facilities.
10. Volunteer Workers undertaking schoolwork on behalf of, and with the approval of the principal, are indemnified as to their personal liability in similar terms to teachers.
11. A recognised volunteer school worker who suffers injury arising out of or in the course of engaging in any school sanctioned work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
12. All intellectual property rights and interests created by volunteers has a transferal of ownership to the Hamilton Special Developmental School, including copyrights
13. If the property owned by, or 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 Minister for Education or school council may authorise reasonable compensation.

EVALUATION

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