



Our Lady of the Way Catholic Primary School **Volunteer Policy**

RATIONALE:

At Our Lady of the Way we seek to provide an open and friendly learning environment, where volunteers/parent helpers are welcome.

At the same time, we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

Volunteers are defined as 'people who are volunteering their time and talents in the school for an authorised purpose (eg social committee, parent helper, etc.).

AIMS:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures which effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

IMPLEMENTATION:

- All volunteers must have a current Working with Children Check and this must be recorded at the school office prior to volunteer work being undertaken.
- Volunteers will be directed to the school office. Signage placed around school to indicate office location
- Volunteers will participate in Induction.
- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priority.
- All volunteers will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to sign a "Sign In Register" and will be assigned a "Parent Helper" badge which they must wear at all times within the school. Similarly, volunteers will be required to report to the administration office at the end of their time in the school to return their badge and to "sign out" of the Register.
- Volunteers will be provided with directions, and will be made aware of any construction works etc that may impact upon their safety or comfort.
- During class times staff members will approach any person not wearing a badge and direct them to the school office.
- During recess and lunch times staff members will approach any person not wearing a badge and direct them to the school office.
- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to prohibit any person from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that volunteers within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.