



St Joseph's Catholic School

Queenstown

GUIDELINES FOR VOLUNTEERS

RATIONALE

St Joseph's Catholic School recognises and values the contribution made by volunteers to our community. Volunteers add significantly to the school and consequently they are encouraged, supported and recognised.

AIMS

- To maximise the contribution of volunteers in our school.
- To provide volunteers with the support and recognition they deserve.

IMPORTANT INFORMATION

As of February 2007 all volunteers assisting and interacting with students in Catholic schools in Tasmania including St Joseph's Catholic School will be required to provide a Tasmanian Police Check and be entered on a Volunteers' Register. The register will be co-ordinated by the Tasmanian Catholic Education Office. Volunteers will be issued with identification and will then be able to work in schools with students.

IMPLEMENTATION

- Volunteers are invited and actively encouraged to take part in school activities.
- Volunteers may be sought formally through the school's newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- St Joseph's Catholic School will endeavour to provide a variety of opportunities for participation by volunteers.
- Volunteers will be provided with appropriate support and/or instruction to help them carry out their tasks at the school and during school-related activities.
- Volunteers are required to carry out tasks in a manner consistent with school policies and expectations, including maintenance of a professional, co-operative and confidential working environment and OHS and Drugs policies.
- Volunteers will not be required to carry out tasks with which they are uncomfortable, without sufficient instruction, or in a workplace that is unsafe.
- While on the school site volunteers will be assigned and required to wear a **Visitor's Badge**.
- Volunteers may be sought to assist on school camps conducted by the school. St Joseph's Catholic School requires volunteers assisting on school camps to provide an annual satisfactory Good Character Check (provided by the Police) prior to their participation on the camp.
- Parent volunteers may be sought to assist Prep and Grade 1/2 class teachers during annual swimming programs. At all times, parent volunteers will be under the direct supervision of the class teachers. Likewise for parent volunteers on excursions and at school carnivals.
- The school holds an insurance policy that covers volunteers in respect of liability claims from third parties, loss and injury and for personal accidents.
- Injuries sustained by volunteers must be reported to the Principal. The school will provide first aid as required.
- The school's emergency management procedures will ensure that volunteers within the school at the time of an emergency or evacuation practice drill will be recognised and appropriately catered for during that time.
- Every opportunity will be taken by the school to publicly recognise volunteers and the contributions they make to St Joseph's Catholic School and to Catholic education.

These guidelines will be reviewed as part of the St Joseph's Catholic School policy review cycle and at times when emergency procedures are under review.

Implemented March 2005
Amended November 2006
Amended September 2007
Amended February 2010