



## AUSTRALIAN INTERNATIONAL ACADEMY

### VOLUNTEER POLICY

**Last Review Date:** March 2016

**Review Date:** March 2019

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#### **Definition:**

- Volunteer school worker means a person whom without remuneration or reward voluntarily engages in schoolwork.

#### **Rationale:**

- Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition.

#### **Aims:**

- To maximise the number and variety of effective volunteers who contribute to our school.
- To provide volunteers with the support and recognition they deserve.

#### **Implementation**

- Individuals interested in doing voluntary work at AIA are requested to complete an application form and attend an interview prior to commencement.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Approval for voluntary work is granted only by the Principal in consultation with the Deputy and senior staff.
- The school will seek to provide a variety of opportunities for volunteer participation.
- A volunteer school worker must be available for at least three days a week.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in an effective manner.
- Volunteers will be briefed on the School's Discipline Policy and Child Protection Act.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with school camps and excursions. School Council requires that volunteers assisting with school camps and swimming programs provide a satisfactory police records checks prior to their participation.

- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking schoolwork on behalf of, and with the approval of, the school council or principal are indemnified as to their personal liability in similar terms to teachers.

**Evaluation:**

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