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**Volunteer Policy**

Rationale

St Benedict’s Primary School believes that voluntary workers can make a significant contribution to the school community by giving their time to share their skills, talents and expertise with others. The interests and abilities of volunteers add significantly to the human resources available to a school, thus providing a wider range of interactions, opportunities and experiences for students.

Purpose

The purpose of this policy is to:

* Ensure that all volunteers are treated equally
* Ensure the safety of all members within the community
* Provide guidance of the expectations for volunteers within the school
* Enhance the educational programmes of the school
* Build partnerships between school and home
* Encourage parents to become active participants in their child’s education

Implementation

Guidelines

Volunteers may assist in one or more of the duties below. They will be under the direction and supervision of a school staff member.

* Supporting literacy and numeracy activities including one-on-one or small group activities
* Assisting with set up or pack up of individual activities
* Carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment
* Comply with occupational health and safety policies and practice
* Complete [Volunteer Application Form](https://drive.google.com/file/d/1L39WecmAoqb9hKfuRQUhqnJYRhwFNFsb/view?usp=sharing)

Child Safety

The safety and well-being of each child must be the paramount consideration in every situation. (See statement from Child Protection Policy). All volunteers must:

* Demonstrate an understanding of appropriate behaviours when engaging with children
* Be a suitable person to engage in child-connected work
* Hold a current Working With Children Check and must provide a copy of this to the school
* Sign and comply with the school’s Child Safety Policy and Code of Conduct each year
* Take part in an interview with the school principal before commencing volunteer work

Evaluation

This policy will be reviewed and evaluated as part of our review cycle.