



ST. MARY'S SCHOOL, INGLEWOOD

Learning Today, Wisdom Tomorrow

Volunteers Policy

Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

Vision Statements

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
- To foster a love of learning in a safe and respectful environment.

RATIONALE

St. Mary's School community believes that voluntary workers can make a significant contribution to our school community, by giving their time and sharing their skills and expertise with others. They also assist in creating a positive school climate and positive home/school relationships. Volunteers have a wide range of interests and abilities that compliment our school programs, enabling the school to provide a wider range of experiences and learning opportunities for students.

St. Mary's School Inglewood is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self esteem of children and young people, and enables them to thrive in their learning and development.

All volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

COMMITMENT TO CHILD SAFETY

*St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment.
All children have a right to be treated with respect and to be protected from abuse and harm.*

DEFINITION OF A VOLUNTEER

A "Volunteer" is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the school. Such activities could include (but are not limited to):

- any activity carried out for the welfare of the school
- any parents club or association
- provision of assistance in the work of the school
- attendance at meetings in relation to governance of the school
- Fundraising / social events

IMPLEMENTATION

- Volunteers will be sought formally through the newsletter and personal approaches, as well as informally through conversation and opportunity.
- All Volunteers are required to obtain a Working With Children check (WWCC) and provide a copy of this to the school.
- Volunteers are required to sign a "Volunteer Code of Conduct" which outlines the appropriate and expected behaviours.
- All Volunteers are required to provide the names of two referees, which will be contacted for suitability purposes.
- When acting in the capacity of a 'Volunteer', it is an Occupational Health and Safety requirement that you sign in and out at the front office. On arrival, you will be given a Volunteer badge to wear. You must wear this label at all times when volunteering at school.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- When working with children, volunteers must comply with relevant system guidelines and need to be visible at all times by a qualified staff member.
- Volunteers are actively encouraged to partake in school activities, and will be invited to do so.
- 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.
- Volunteers are welcome to use the staff room and facilities.
- 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.
- A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- Volunteers will be provided with any support, professional development or construction necessary to help them carry out their tasks at school in a confident and effective manner.

[Working with Children Policy](#)
[Volunteer Code of Conduct](#)

Reviewed: May, 2019
Ratified:
Due for Review: May, 2022