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## **POLICY STATEMENT Volunteer Helpers**

### **PURPOSE**

To enable volunteers to assist in a rich and diverse range of educational activities and experiences within the school

To provide training and support for the volunteer program

To protect the wellbeing, safety and security of students, staff, visitors and volunteers involved with the school.

### **IMPLEMENTATION**

1. Every volunteer must have a satisfactory "Working With Children" check
2. The school will underwrite the cost of a satisfactory criminal records check, where this is for a member of the immediate school community
3. Volunteers will not be left in charge of a student or group of students without the supervision of a teacher
4. Teacher, parent, volunteer and student confidentiality must be maintained at all times, any concerns that may arise must immediately be referred to a teacher or the Principal
5. Volunteers will sign in at the School Office on arrival and sign and out on departure from the school.
6. Volunteers will wear identification badges while assisting in the Volunteer Helpers program.

### **Evaluation**

This policy will be reviewed every three years

### **Certification**

This policy was endorsed by School Council at the meeting held on 18<sup>th</sup> October 2017