



# VOLUNTEER POLICY

**2021**

Review Date: 2024

Ratified by School Board: \_\_\_\_\_ 2021

## Vision Statement

*By the end of 2023, St Anthony's will be known as an innovative School, where learners thrive through connectedness, belonging and a commitment to excellence.*

*Developed by Staff & School Board. All references to Staff members are inclusive of Administration Staff, Support Staff, Teachers and Relief Teachers.*

## **Rationale**

Catholic Education by nature is community based, bringing together a range of stakeholders to provide education for students that seeks to share and live out the word of God in all areas of life. As such the School recognises the integral role that volunteers within the School play and actively seeks to develop structures and procedures that encourage members of the St Anthony's community (parents, past parents and scholars, friends of the School and other community representatives) to become actively involved in the life of the School.

The School also recognises that it has legal obligations to all volunteers and to all students who may have direct or indirect dealings with volunteers. The School is also committed to recognising and rewarding the work of volunteers and to developing a culture of volunteerism where all members of the community feel welcomed and supported in giving of their time and energy to improve the educational opportunities provided to students at St Anthony's School.

## **Policy**

St Anthony's School values and encourages the involvement of volunteers within all appropriate programs and activities to enhance educational opportunities for students and to foster a genuine Catholic educational community for all stakeholders of the School.

Volunteers will receive the same legal protection as paid workers in terms of Workplace Health and Safety and Equal Opportunity and therefore will be accorded the same rights and have the same expectations as paid employees under this legislation, except for the payment of wages.

## **The School's Responsibility**

In implementing this policy, the following should be noted:

- 1) **Definition of Volunteer:** a volunteer undertakes activities without monetary reward and of their own free will. They undertake activities that are of benefit to the School and the local community. Volunteers undertake activities that complement but do not replace the services provided by paid staff however may be utilised to perform activities that extend and enhance services provided by the School.
- 2) Volunteers can expect clear delineation of their duties, responsibilities and working environment and will be provided with a clear outline of their duties, time commitment, responsibilities and reporting requirements.
- 3) Volunteers will be provided with induction and orientation that outlines the School's operations, policies, and safety requirements. This will be undertaken by the WHS Officer and the Principal or the APRIM.
- 4) The volunteer must complete a "WWCC" prior to commencing their volunteer placement.
- 5) The School shall maintain the right to both refuse a volunteer placement or to end a placement, if:
  - i) there is a perceived risk to the student or volunteer's health or welfare;
  - ii) suitable volunteer duties are not available or are no longer available; and/or
  - iii) the volunteer does not comply with the School's policies and procedures.
- 6) Appropriate insurance cover is provided for volunteers who are identified as registered volunteers of the School whilst working in clearly defined activities that are approved and controlled by the School.
- 7) The School will actively seek to recognise and reward volunteers in non-financial ways which highlight the School's appreciation of the significant contribution volunteers make to enhancing the educational opportunities afforded to students.

Such recognition may take the form of listing in School communications, hospitality, and certificates of dedicated volunteer functions for example.

- 8) A register of all volunteers working on behalf of the School will be maintained by the WHS Officer in liaison with relevant Admin Staff.

## **9) Rights of Volunteers**

Volunteers have the right to:

- i) be treated respectfully and be valued as an important member of the St Anthony's School community;
- ii) receive on-going support and direction from a nominated supervisor;
- iii) work in a safe environment;
- iv) have complaints or grievances addressed by the School's Principal's; and
- v) be able to decline or withdraw from work if it is not suitable, or is placing excessive demands on a volunteer.

## **The Volunteer's Responsibility**

- 1) Volunteers have the responsibility to:
  - i) model behaviour that is consistent with the Catholic ethos of St Anthony's School at all times when working as a volunteer on behalf of the School;
  - ii) avoid behaviour that is contrary to the Catholic teachings of the School through their actions, words or conduct.
  - iii) become familiar with, and work within the appropriate policies and procedures of the School;
  - iv) respect and maintain confidential information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, parent/caregiver or other person or involves overall School business.
  - v) participate in relevant training and development;
  - vi) undertake Mandatory notification obligations as required;
  - vii) work within a team structure and accept any direction and supervision from appropriate paid staff;
  - viii) inform a School staff member if they are unable to attend their volunteer role at any time; and
  - ix) work in a safe manner and not put others at risk.
- 2) Volunteers are not to represent the School (e.g. answer questions of visitors, media, officials) or otherwise behave in a way that would imply the volunteer is a representative of the School, without permission from the Principal.
- 3) Volunteers must be appropriately dressed for the role they are undertaking.