



## Volunteer Policy

### Rationale

This policy exists to provide a framework for volunteers that provide a safe environment for students.

### Aim

The aim of this policy is to:

- Provide a safe environment for students, staff and volunteers
- Ensure that Fairfield Primary School and all volunteers comply with relevant Commonwealth and State legal obligations, including the Working with Children Act 2005 (Vic).

### Definitions

- A *volunteer* school worker is a person who voluntarily engages in school work or approved community work, without payment or reward during the school day.
- *Fairfield Primary School* is the teaching and principal staff.

### Implementation

- All volunteers are to be approved by the school.
- All volunteers are required to comply with the school's code of conduct.
- All volunteers arriving and departing during school hours are to record their name, signature, the date and time, and purpose of the visit. A signed record of names, dates and reasons for visit will be kept.
- Fairfield Primary School requires all volunteers to apply for a [Working With Children Check in](#) order to attend school activities that are held on-site and off-site.
- Volunteers are required to complete an OHS induction.
- In all situations, the duty of care of students rests with Fairfield Primary School.
- Volunteer activities will be directed by Fairfield Primary School.
- Volunteers are required to carry out tasks in a manner consistent with school expectations and policies, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers are not to disclose information that they obtain in the course of their volunteer activities outside of Fairfield Primary School.
- The school may revoke volunteer approval at its discretion, and will take further action as necessary.
- Children of pre-school age are not to accompany volunteers due to possible disruption to students' learning. Volunteers wishing to seek approval for a pre-school age child to accompany them are to seek approval from the Principal or Assistant Principal.



## Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in June 2020.

## References

- Working with Children legislation
- Department of Education and Training Volunteer Checks Policy
- Department of Education and Training Workers Compensation Policy
- [Public Liability Insurance](#)

This policy was ratified by School Council in **June 2017**