

Yarra Ranges SDS

VOLUNTEER POLICY

Definition:

- A volunteer is an individual performing services within the school who does not receive compensation for his / her services.

Rationale:

- Yarra Ranges Special Developmental School welcomes volunteers as part of our school community to assist the teaching and therapy teams, enhance student outcomes and provide an opportunity for personal skill development.

Aims:

- To enhance learning programs.
- To provide additional support for students when classes are out on community access or excursions.
- To promote better school and community relations and links by enhancing community understanding of Special Education and disabilities.
- To provide an opportunity for volunteers to learn new skills and gain entry to the workplace.

Implementation:

- The volunteer coordinator will provide inductions for all volunteers, informing them of rights, responsibilities, role and possible duties.
- Volunteers are provided with a handbook, which they are encouraged to refer to for clear guidelines on roles and responsibilities.
- The Volunteer Handbook will be updated annually by the Volunteer coordinator.
- Volunteers will be placed in a team under the guidance of a teacher or therapist.
- Support from the Volunteer coordinator will ensure feedback and opportunity for change of role.
- Volunteers will carry out negotiated duties as outlined by teacher or therapist.
- A file, with all relevant official documents, will be kept by Volunteer coordinator.
- Volunteers are not permitted to lift or be involved in the intimate personal care of students.
- All volunteers are required to register as a Volunteer on a school "Volunteer Registration Form" and hold a current Working With Children Check.
- A Working With Children Check can be applied for from Australia Post at no cost to the volunteer.
- Volunteers are covered by the school's public liability insurance policy. Personal items that are lost, stolen or damaged are not covered under school insurance. Volunteers are advised to leave valuables at home or secure them in an assigned area of the school.
- Volunteers are required to sign in and out in the Visitors' Register at the office and wear I.D. badges

Date Implemented	
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	
References	