



Volunteer Policy

Carole Park State School and P&C Association

At Carole Park State School we value our volunteers highly and recognise the important role they play in providing a full and effective education for our children. We also recognise what a huge contribution they make to the smooth running of our school.

Definition of Volunteer

A volunteer is someone who gives their time, talent, energy and expertise freely without charge in a productive way to enhance and enrich our school community.

Philosophy

Our volunteer program is supported by sound policies, procedures and planning in order to meet our objectives.

Interaction between volunteers and our school enhances our role within the local community.

2018 Key Contacts

Principal	Mr Scott Medford
Volunteer Coordinator	Mrs Lynette Priebbenow
Business Manager	Mrs Mat Wright

P&C Executive

President: Mrs Amanda Edge

Secretary: Miss Felicity McClenaghan

Treasurer: Mrs Debra Bowles

You can contact all parties by calling the school office on 3718 5333

Working with Children Suitability Check (Blue Card)

All volunteers, unless they are parents/guardians of students enrolled at the school, **must** have a suitability check done and be the holder of a positive notice blue card before their volunteer duties commence. The school and the P&C are responsible for ensuring that applications for screening are forwarded without delay to the Commission for Children and Young People and Child Guardians.

The requirement for a blue card applies to regulated voluntary work within a 12 month period of:

- At least once a week over the course of one month, or
- At least once a fortnight over the course of two months, or
- At least once a month over the course of six months

Exemptions – Persons not required to undergo this check are;

- Children under 18 years who are volunteers
- Volunteers who are a parent/primary guardian of a child enrolled at the school
- Teachers registered under the *Education (Teacher) Registration Act 1988 (Qld)*

Sign-In and Out

On arrival **EACH DAY**, volunteers must sign in at the office if they are volunteering in the classroom or at an excursion. Volunteers should also sign out in the attendance book when leaving.

If you are volunteering at a P&C event, you must sign the 'Volunteer Register'. The attendance book provides a record of the amount of time given and is also a requirement for P&Cs Qld insurance cover (see further details below).

These attendance books are referred to in times of emergency, such as fire or lock down, and it is essential that the school administration/P&C be able to account for all those signed on at the school at that particular time.

Insurance

Each year P&C Queensland negotiates on behalf of all state schools an insurance package to cover the needs of P&C Associations.

It is a condition of use of school facilities that the P&C Association have adequate Public Liability and Personal Accident insurance for their voluntary workers. This requirement has been made in the interests of members of P&C Associations to protect them against any legal claim arising from alleged negligence.



Volunteer Policy

Carole Park State School and P&C Association

Activities should be noted in the minutes of the P&C Association e.g. fetes, working bees, carnivals and other fundraising activities. Regular activities need to be approved by the P&C Association prior to the event. The activities must be noted in the minutes.

Resolution: That invited volunteers assist with class activities and excursions.

Mandatory Induction - Code of Conduct

Prior to beginning volunteer work, all volunteers including P&C Association members, Committee members and Parent Representatives must complete Mandatory Induction. Completed Induction Checklists must be signed by the Principal.

A harmonious working environment is essential to the effective conduct of our school's volunteer contribution and job satisfaction. To this end, we have agreed to the following:

- Personal privacy is of paramount concern to all. Information gathered or obtained as a result of our roles as volunteers in our school community is to be ONLY passed onto the relevant school authority WITH the permission of the person disclosing the information.
- Courtesy and respect is to be observed by all.
- Discussion is healthy, personal attacks are destructive and to be avoided.
- Constructive criticism is always welcomed.
- Discrimination on racial, ethnic or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment.

Role of Volunteers

The role of the volunteer and the duties required by them will be determined by the person responsible for the area of the school in which the volunteer is working e.g. Special Education Programme (SEP) teacher, classroom teacher, tuckshop organiser, fundraising coordinator, P&C executive.

As a volunteer you can expect:

- Recognition and thanks for your valuable time and assistance
- Something for yourself such as new skills, friendships and personal satisfaction
- Appropriate information and support to undertake your duties effectively and the right for feedback on completion of your duties
- Worthwhile duties that are within your capabilities and areas of interest (you can say 'no' to duties you do not like, without feeling uncomfortable about it)
- Consideration and respect of the other volunteers, school staff and students
- Training to familiarise you with the school's environment and relevant policies. This includes initial induction, ongoing training if required and supervision.
- Clear instructions of your duties and whom to report to
- To feel comfortable about communicating with the school administration or P&C representative

Volunteer Responsibilities

As a volunteer you are expected to:

- Work as a team member and be supportive and encouraging to other volunteers, students and staff
- Behave in a competent and trustworthy manner and present yourself as a good role model for our students
- Uphold the standards and perform your duties according to the policies and philosophies of this school community
- Treat our students, their families and staff with dignity and respect
- Be dependable and consistent in fulfilling your obligations e.g. give adequate notice if you are unable to attend on your rostered time or unable to complete allocated tasks
- Respect the privacy, dignity and wishes of others in this school community
- Treat any information you acquire about the students, staff and other volunteers as CONFIDENTIAL
- Discuss any concerns you may have regarding your voluntary work with the Principal, Volunteer Coordinator, Business Manager or P&C Executive
- Provide constructive feedback and suggestions to the appropriate people so that our work in our school can be continually improved
- Undertake training and information sharing to help assist in carrying out your activities more effectively



Volunteer Policy

Carole Park State School and P&C Association

- Clearly state the tasks you do not like so that they may be assigned to other volunteers. It's OK to say "No."

Grievance procedure

We understand that through the course of your work as a volunteer, there may be situations arise where you may be unhappy with a situation, the way you were treated or the outcome of a situation.

If you choose to seek formal resolution to the situation, the following points should be noted:

Firstly, attempt to take up the situation with the person concerned to resolve the issue.

If it is not resolved:

- Where the issue concerns the P&C executive, then the issue should be directed to the school Principal
- For issues relating to staff, these should be directed to the school Principal
- Where the issue concerns other volunteers, the issue should be directed to the Volunteer Coordinator for the area or project you are involved in, or to the P&C Executive
- Where the issue concerns the Principal, then it should be directed to the Regional Director -Schools for the Metropolitan Region.

If the issue isn't resolved to the satisfaction of all parties, then a formal grievance procedure can be implemented. A copy of the grievance will be provided to all parties who will be given the opportunity to respond in writing. A meeting will be convened to try and reach a mutually satisfactory agreement between the parties.

REMEMBER - We encourage you to express your concerns early to the appropriate person so that issues can be resolved.

We know that your involvement in our school community is beneficial for our students. And we hope that it is also very rewarding for you too!