



## Volunteer Policy Summary

### **Who are our Volunteers?**

A volunteer is a person who works without payment or financial reward for us. Volunteers make a considerable contribution to our community by giving their time and sharing their skills and expertise with others. Examples of volunteer work include:

- School Council membership
- coaching and managing sporting teams
- assisting with theatre and musical productions
- canteen/barbeque duty
- reading and learning support
- assisting on excursions and overnight camps
- assisting with events and functions.

Volunteers may be parents/guardians from the wider community. When considering the role of volunteers, we consider both the risks associated with the health and safety of the volunteers themselves, as well as the welfare of our students.

### **Our Volunteer Policy:**

We recognise the value of volunteers in contributing to our community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests, skills and abilities that can complement our programs, therefore giving a wider range of interactions and experiences to our students. It is our policy to:

- welcome the involvement of community members in assistance to us
- provide all volunteers with a safe working environment
- publicise volunteer opportunities throughout the wider community to provide all interested people with the opportunity to volunteer
- ensure that the contribution of volunteers aligns with our vision and mission
- provide appropriate support and/or instruction to volunteers to help them carry out their tasks
- meet the requirements of all relevant legislation, particularly legislation that pertains to matters of workplace safety and child protection
- publicly recognise the contribution of volunteers.

When we hold an event that involves multiple visitors (such as parent/ teacher meetings or social functions), it is not practical or desirable for our visitors to report to Reception. Clear signage will be displayed at entrances and staff and/or student representatives shall be deployed to assist in directing visitors to and from the event venue.



# KING'S COLLEGE

Christian Education Kindergarten to Year 12

## **Screening and Management of Volunteers:**

Given the potential diversity of volunteer activities as well as the risks associated with these activities, we actively recruit and screen volunteers under the relevant child protection legislation to ensure they have appropriate clearance to work with children when necessary.

Any inquiries about our volunteering opportunities should be directed to Reception.