



# Volunteers Policy

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## Rationale

Volunteers are those who visit the school on a regular basis. They may undertake a variety of activities to support of the school staff. These activities may include working with children.

## Aim

At St Michael's Primary School we aim to provide a safe and secure environment for the students and staff.

## Implementation

Volunteers will:

- Have with them a current 'Working with Vulnerable People' registration card.
- Report to the Front Office prior to undertaking any activity at the school.
- Sign the Volunteers Book and receive a volunteer's Sticker/identification. This sticker must have the volunteers name on it if they do not have other visible identification and must be worn at all times while on school grounds.
- Volunteers are required to report back to the Front Office before leaving the school at the completion of each visit. At this time they will sign out using the Volunteers Book.
- Read the volunteers information booklet and participate in volunteers induction where appropriate.
- Maintain appropriate confidentiality regarding any student that they may work with.
- Seek advice and direction from an appropriate staff member regarding all student management concerns and questions.
- Comply with staff directives at all times, particularly in the event of an emergency.
- Complete any appropriate documentation before commencing regular volunteer work with the school. This includes obtaining a Working with Vulnerable People card.

The school staff will:

- Publish the volunteers procedures in the newsletter annually.
- Ensure a copy of the volunteers policy and procedures is available to visitors and relevant staff.
- Provide access to the volunteers information booklet and information regarding toilets, evacuation procedures and safety as appropriate.
- Accompany the volunteers while they are on the school grounds as appropriate.
- Conduct appropriate training for volunteers undertaking particular roles within the school.
- Exercise the authority to prevent a potential volunteer from entering or remaining within the school if appropriate.
- Ensure that volunteers to the school during an emergency are included in the emergency procedures.

**Approved by:** St Michael's Leadership Team

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