NO 19 VOLUNTEER POLICY

POLICY STATEMENT
This policy outlines the responsibilities of MacKillop Catholic College to ensure that:

• Volunteers are encouraged and supported
• Volunteer activities are undertaken in a safe manner
• Volunteers are aware of their responsibilities consistent with The MacKillop Catholic College Vision Statement and prevailing regulations.

DEFINITION: extracts taken from TCEC Volunteers in Tasmania Catholic Education Policy

Volunteers:
Parents, caregivers and others who contribute unpaid time, energy and expertise for the betterment of the school and its students.

Direct Contact Volunteers:
Volunteers who are involved in providing support, guidance and supervision directly to students and who would potentially have ‘unsupervised’ contact with students during the normal course of providing the voluntary service. (eg in class instructional programs, school camps, sporting programs etc).

Indirect Contact Volunteers:
Volunteers who assist the school on specific occasions but do not have direct contact with or responsibility of students. (eg Working bees, School fairs, members of P&F Committee etc).

Prevailing Regulations:
includes but is not limited to the Tasmanian Catholic Education Commission (TCEC) Policy and Procedures, The Archdiocesan Policies and relevant legislation pertaining to matters of occupational health and safety and child protection.

RATIONALE
MacKillop Catholic College appreciates, welcomes and values the significant contribution made by volunteers to our school community in enriching and broadening student’s educational experiences. This policy recognises that volunteering carries mutual rights and responsibilities.

GUIDELINES
1. This policy is to be read in conjunction with the TCEC Policy and Procedures – Volunteers in Tasmanian Catholic Education Policy – Volunteer Policy and other supporting documentation.
2. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, co-operative and confidential working environment.
3. Volunteers will be provided with appropriate support, and/or instruction to assist them in the carrying out of their services within the school environment.
4. Volunteers have a right to work in a safe and secure workplace environment. Injuries sustained by volunteers are to be reported via the College accident reporting procedures. MacKillop Catholic College Insurance policies will include volunteer cover in respect of loss, injury and third party liability.
5. MacKillop Catholic College’s emergency management procedures will apply to all volunteers within the school.
6. All Volunteers will be expected to comply with the Catholic Education Code of Conduct, a copy of which is on the Catholic Education website (refer to: http://www.ceo.hobart.catholic.edu.au)
7. It is recognised that within the School Community volunteers either fall in the category of direct contact and/or indirect contact. All direct contact volunteers will be required to follow guidelines 9 to 14 as listed in TCEC Volunteer Policy. This includes a satisfactory police check prior to their participation the cost of which will be incurred by MacKillop Catholic College.
8. Opportunity will be taken by MacKillop Catholic College to recognise volunteers and the important contribution they make.

BOARD APPROVED 2012
TO BE REVIEWED 2014