



Volunteers Policy

Prepared by	ICE Board
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Version	Date	Notes
2.2	April 2020	Reformatting

Authorised By	Date

Version History

Version	Date	Notes
1.0		New Illawarra Christian School Policy
1.1	November 2016	Review and Name Change
2.0	March 2017	Review
2.1	October 2016	Reformatting
2.2	April 2020	Reformatting

1 INTRODUCTION

Illawarra Christian Education (ICE) recognizes that voluntary help is an important and valuable expression of parental involvement in the life of the school.

ICE also recognizes that parental involvement can take many forms ranging from assisting with school activities to serving as a member of the School Board.

This policy relates to the assistance given by volunteers as requested by staff.

When a person volunteers to help in the school, the following guidelines apply:

2 POLICY

1. A Working With Children Check (WWCC) is to be completed by all volunteers working with children at the school.
2. Volunteers are to be under the supervision of the requesting staff member or member of the relevant School Executive.
3. Volunteer duties and responsibilities will be clearly stated by the requesting staff member. (A written task description may be necessary in some circumstances.)
4. Before the expenditure of any money that the volunteer will require to be reimbursed by the school, they should normally gain the approval of the business office.
5. Volunteers are subject to the same standards of behaviour as paid employees whilst on school business.
6. Whilst involved in parent help on school premises during school hours, volunteers are required to wear a 'Parent Helper' I.D. tag. (Available from class teachers or administration office).
7. The Principal or his delegate, at their discretion, may ask a volunteer to stop their activity and leave the school premises.