



VOLUNTEERS POLICY

Definition:

Volunteer college worker means a person whom without remuneration or reward voluntarily engages in college work.

Rationale:

Volunteers add significantly to the human resources available to Kambrya College, and consequently they deserve encouragement, effective management, support and recognition.

Aims:

- To maximise the number and variety of effective volunteers who contribute to Kambrya College
- To provide volunteers with the support and recognition they deserve

Implementation:

- Volunteers are actively encouraged to partake in college activities, and will be invited to do so
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity
- Kambrya College will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for parents, guardians and grandparents, and opportunities for volunteers to be involved in classes or specialist classes
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at Kambrya College in an effective manner
- Volunteers are required to carry out tasks in a manner consistent with Kambrya College expectations, including maintenance of a professional, cooperative and confidential working environment
- Volunteers will not be required to carry out tasks with which they are uncomfortable
- Volunteers may be sought to assist with Kambrya College camps and excursions. Kambrya College Council requires that volunteers assisting with College camps and swimming programs provide a satisfactory Working With Children Check and/or Police Check prior to their participation
- Individual or groups of volunteers will be highlighted in the newsletter, publicising their contributions to Kambrya College
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in Kambrya College. Volunteers will be invited to use the staff room and facilities
- Volunteer Workers undertaking college work on behalf of, and with the approval of, Kambrya College Council or principal are indemnified as to their personal liability in similar terms to teachers
- A volunteer college worker who suffers injury arising out of or in the course of engaging in any college work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995

Evaluation:

This policy will be reviewed as part of the College's three year review cycle.

This policy was last ratified by College Council in

October 2007