

Son Centre Christian College

Volunteer Policy

Introduction

An ethos of volunteering is encouraged in the Son Centre Christian College community. Values of servant-hood, community participation and sharing underpin this policy. Volunteering is a practical expression of the Biblical value of “being a servant”. Volunteers not only serve their own children, but also the other children and staff in the community. Volunteering also creates opportunities for adults to model the values of the kingdom of God to students.

The participation of volunteers richly enhances the College’s educational endeavour.

Purpose

This policy is intended to ensure that volunteers working at Son Centre Christian College have work that is safe, significant, fulfilling, and appreciated.

Policy

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the management of Son Centre Christian College.

Responsibilities

It is the responsibility of the Principal of Son Centre Christian College for organising the recruitment, training, and supervision of volunteers. The Principal shall report to the Board regularly on the Son Centre Christian College volunteer program.

Procedures

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate section of Son Centre Christian College’s Recruitment Policy. All volunteers who work with children are required to have a current Working With Children Card. They shall also read and sign that they will adhere to the Child Safety Code of Conduct.

Recruitment of volunteers shall also take into account Son Centre Christian College’s commitment to a Christian ethos, cultural diversity and child safe environment.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions. As part of this training, they will be encouraged to inform the Principal if they are ever concerned of a child’s safety and informed of what the College’s procedures for reporting suspected child abuse.

Roles

Volunteers may assist on an individual basis with classes, in various school events, and in care for school property. Teachers, the Principal, or Grounds and Maintenance Officer may request their involvement.

Volunteer Organisations

Volunteers may also serve in one of the internal volunteer organisations (e.g. Parents & Friends). These organisations are governed by the following guidelines:

They are encouraged by the Board and shall be accountable to the Principal. Each internal volunteer organisation must have a constitution. Their constitution shall contain at least the following key elements: purpose; membership; leadership structures; internal accountability of the organisation; accountability of the organisation to the College management.

The volunteer organisations must have purposes that support the purposes of the College. They are not authorised to employ staff in the school community.

Volunteer rights and limitations

All adults working in the College or on College activities such as excursions and camps can expect students to treat them with the same degree of respect that teachers enjoy. This includes volunteers. If it is believed that students are not treating any volunteer with respect as required, the person concerned ought to appeal to a member of the teaching staff for support and to have the student corrected.

Volunteers do not have authority to discipline students beyond an initial and low-key reminder and request that rules be observed. Should students fail to accept such a caution or escalate the issue into a confrontation with the volunteer it is the non-teacher's duty to step back and refer the matter immediately to a member of the teaching staff.

The rights and responsibilities of volunteers are very much more limited than those of teachers. Volunteers may not enforce disciplinary measures unless specifically requested to do so by a teacher. They may not ever be left "in charge" of a class. They may not be given sole responsibility for a group of students unless a teacher has set the task and parameters and assigned the non-teacher to its supervision.

Volunteers are expected to respect the right of teachers to discipline their students and should avoid making comments about conduct of discipline in front of students.

Volunteers must never use physical means to punish or restrain a student. Volunteers may not take children from class or school unless specifically requested to do so by a member of the teaching staff and permission from parents has been granted.

Volunteers, unless under the instruction of a teacher, may not, without the support of the appropriate staff, assign tasks voluntary or otherwise, to students either during class hours or in breaks. The Principal is obliged to gather all necessary information about any proposed task and exercise judgment on whether it is appropriate and in the interests of the students' welfare that they be asked to perform it.

Conduct Standards

Volunteers will conduct themselves in a manner that is both consistent with Biblical principles and the expectations outlined in this policy and the Child Safety Code of

Conduct policy. If it is alleged that a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct, the person concerned may be stood down while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in Son Centre Christian College's Reimbursement of Expenses Policy.

Related Documents

- Staff Recruitment Policy
- Reimbursement of Expenses Policy
- Parents & Friends Policy and Constitution
- OH&S Policy
- Working With Children's Check Policy