



St. Joseph's Primary School Numurkah

Volunteers Protocol - 2016

Commitment to Child Safety

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Definition:

- **Volunteers may be community members who assist in working bees, read to students, serve at the canteen or assist during school events such as swimming, athletics carnivals, fetes and other fund raising activities.**

- **Aims and Objectives:**

- **St Joseph's School will ensure as far as practicable that a volunteer working in / or on school property will :**
 - **carry out their work in safe premises using proper and safe plant / equipment.**
 - **be in possession of relevant paperwork – such as Working with Children documentation if required**
 - **need to be notified of any hazards in the area where they will be working.**
 - **complete their work to an accepted professional standard and work in the safest manner possible.**

Organisation:

- **Volunteer workers on school property are covered by the OH&S Act and hence the school has specific responsibilities concerning their health and wellbeing.**

- **Volunteers do need to be supervised and trained in the tasks they will be undertaking to help ensure their personal health and safety and that of others is maintained. Some activities should not be undertaken by volunteers unless they are suitably qualified.**
 - **Keep a list of names and contact details of any volunteers who work at the school on a regular basis.**

 - **A log in log out system to record the names and addresses of all volunteers working at the school is necessary in case of accidents or incidents.**
 - **We need ask that any volunteers working in our school use the "Sign in / sign out" book in the foyer.**
 - **For those volunteers not working under the supervision of a Teacher need to provide a WWCC.**
 - **Allocate responsibility for the volunteers to a co-ordinator for each event or project.**
 - **Review and implement changes as a result of any previous accidents or incidents from similar activities.**
 - **Plan how work or tasks will be undertaken.**
 - **Make available the school's OH&S policy / and all other relevant policies.**

For review 2019

Ratified by the School Board on 16/06/2016