



# Grovelly State School

## Parents and Citizens Association

Grovelly State School P&C Assoc.  
200 Dawson Pde, Grovelly Qld 4054  
[www.grovellyschool.com.au](http://www.grovellyschool.com.au)  
[info@grovellyschool.com.au](mailto:info@grovellyschool.com.au)

## P&C VOLUNTEER POLICY

### INTRODUCTION

This document has been designed as a guide for both staff and volunteers. We hope it will answer the many questions often asked and ease us through some of the problem areas.

We value our volunteers highly and recognise the important role they play in providing a full and effective education for our children. We also recognise what a huge contribution they make to the smooth running of our school.

### DEFINITION OF VOLUNTEER

A volunteer is someone who gives their time, talent, energy and expertise freely without charge in a productive way to enhance and enrich our school community. They may be relatives of students or people who have responded to a request.

### PHILOSOPHY

We believe that a volunteer program is invaluable to our school but needs to be supported by sound policies, procedures and planning in order to meet our objectives

- We believe that interaction between volunteers and our school enhance our role within the local community
- We believe that without volunteers our ability to deliver an effective education to our students would be disrupted

### WORKING WITH CHILDREN SUITABILITY CHECK (BLUE CARD)

All volunteers, unless they are parents or guardians of students enrolled at the school, **must** have a suitability check done and be the holder of a Positive Notice Blue Card before their volunteer duties commence. The school and the P&C are responsible for ensuring that applications for screening are forwarded without delay to the Queensland Government's Blue Card Services.

The requirement for a Blue Card applies to regulated voluntary work within a 12 month period of:

- At least once a week over the course of one month, or
- At least once a fortnight over the course of two months, or
- At least once a month over the course of six months

**Exemptions** – Persons not required to undergo this check are;

- Children under 18 years who are volunteers
- Volunteers who are parents or primary guardians of a child enrolled at the school
- Teachers registered under the *Education (Teacher) Registration Act 1988 (Qld)*

## **VOLUNTEER TRAINING PROGRAM**

A guide must be completed by any person who helps in any way at the school, whether a family member, friend or community member. Any person other than a parent must hold a current Blue Card.

The Volunteer Training Program is undertaken at the school office. Volunteers must review the training guide (takes approx. 10 mins), review and complete the declaration, sign the training attendance register which the Principal or Deputy will verify and retain for 12 months.

## **STUDENT VOLUNTEERS**

Student Volunteer Permission Forms are issued to students wishing to volunteer. Students must be 11 years of age or older to volunteer. The permission form must be signed by the student's parent or carer to confirm their age and verify that they are allowed to volunteer. The Student Volunteer Permission Forms must be reviewed by the P&C Services Manager before shifts are allocated to a student.

Students must sign in and out of each shift and must let the adult volunteer on shift know before they depart. Misconduct by students around money, products or service will be reported to the Principal and will result in immediate dismissal from the volunteer roster.

## **VOLUNTEER SIGN-ON AND OFF**

On arrival EACH DAY, volunteers must sign one of the attendance books, which are located in the tuckshop and coffee shop for safety reasons, including fire drills and "stay in place" procedure. The attendance book provides a record of the amount of time given and is also a requirement for P&Cs Qld insurance cover (see further details below).

The volunteer register ensures a number of requirements can be met at once:

- Blue Card compliance
- Access to and acknowledgement of the training package
- Requirements for insurance purposes
- A list of volunteers for expressions of appreciation.

## **CONFIDENTIALITY STATEMENT**

All volunteers should be aware of the expectation of confidentiality while they are working in the school environment as a volunteer.

## **INSURANCE**

P&Cs Qld each year negotiates on behalf of all state schools an insurance package to cover the needs of P&C Associations.

It is a condition of use of school facilities that the P&C Association has adequate Public Liability and Personal Accident insurance for their voluntary workers. This requirement has been made in the interests of members of P&C Associations to protect them against any legal claim arising from alleged negligence.

The P&C's Personal Accident Insurance Cover taken through P&Cs Qld covers other community members who are genuine volunteers in schools for example; in the classroom and on excursions. These people do not have to be registered members of the P&C.

For activities such as tuckshop, classroom help or excursions, it is recommended that voluntary workers record their daily attendance at a point determined by the P&C. The register could be located at a central point, tuckshop or classroom. It should be noted that public liability for non P&C activities remain the responsibility of the Department of Education, Training and the Arts.

P&Cs Qld Insurance Fact Sheet:

<http://www.pandcsqld.com.au/documents/2015/05/insurance-faqs-2.pdf>

### **CHILDREN ACCOMPANYING VOLUNTEERS**

Under the Personal Accident Policy, 'voluntary workers' are defined as being members of the community aged between 11 and 90 years.

Note: Policy sub-limits and benefits are as defined and on a sliding scale subject to age.

**There is no cover for children accompanying voluntary workers unless those children are aged 11 or over and voluntary workers themselves.**

Students aged 11 and over who assist as voluntary workers for the P&C or their school must have written permission from their parents.

On this basis, P&Cs Qld recommends that adults volunteering in tuckshop do not bring children or infants with them, as this is not best practice. Tuckshop is not a suitable environment for conducting child minding or for children to be left unattended. Young children in tuckshops can create workplace health and safety risks.

### **CODE OF CONDUCT**

For all volunteers including P&C Association members, committee members and parent representatives.

This Code of Conduct has been adopted to aid all members of our school community to work as a well-ordered group that promotes interest and facilitates development to further improve Grovely State School.

A harmonious working environment is essential to the effective conduct of our school's volunteer contribution and job satisfaction. To this end, we have agreed to the following:

- Personal privacy is of paramount concern to all. Information gathered or obtained as a result of our roles as volunteers in our school community is to be ONLY passed onto the relevant school authority WITH the permission of the person disclosing the information
- Courtesy and respect is to be observed by all
- Discussion is healthy; personal attacks are destructive and to be avoided
- Constructive criticism is always welcomed
- Discrimination on racial, ethnic or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment.

*We do have separate functions, but we all strive to work as a team.*

## ROLE OF VOLUNTEERS

The role of the volunteer and the duties required by him/her will be determined by the person responsible for the area of the school in which the volunteers is working (eg classroom teacher, tuckshop convenor, fundraising coordinator, P&C executive).

As a volunteer you can expect:

- Recognition and thanks from Grovely State School for your valuable time and assistance
- Something for yourself such as new skills, friendships and personal satisfaction
- Appropriate information and support to undertake your duties effectively and the right for feedback on completion of your duties
- Worthwhile duties that are within your capabilities and areas of interest
- You can say 'no' to duties you do not like, without feeling uncomfortable about it
- Consideration and respect of the Class Parent Representative, other volunteers, school staff and students
- Training to familiarise yourself with the school's environment and relevant policies. This includes initial induction, ongoing training if required and supervision
- Clear instructions of what you have to do and whom to report to
- To feel comfortable about going to the school administration or P&C representative.

## ABOUT VOLUNTEER'S RESPONSIBILITIES

As a volunteer you are expected to:

- Work as a team member and be supportive and encouraging to other volunteers, students and staff
- Behave in a competent and trustworthy manner and present yourself as a good role model for our students
- Uphold the standards and perform your duties according to the policies and philosophies of this school community
- Treat our students, their families and staff with dignity and respect
- Be dependable and consistent in fulfilling your obligations (eg give adequate notice if you are unable to attend on your rostered time or unable to complete allocated tasks)
- Respect the privacy, dignity and wishes of others in this school community
- Treat any information you acquire about the students, staff and other volunteers as CONFIDENTIAL
- Discuss any concerns you may have regarding your voluntary work with the appropriate people
- Provide constructive feedback and suggestions to the appropriate people so that our work in our school can be continually improved
- Undertake training and information sharing to help assist in carrying out you and your counterpart's activities more effectively
- Clearly state the tasks you do not like so that they may be assigned to other volunteers-it's OK to say 'no'.

## CONCERNS

We understand that through the course of your work as a volunteer, there may be times when you are unhappy with a situation, the way you were treated or the outcome of a situation. If you choose not to resolve the situation and continue your work as a volunteer then no further action need be taken. Should you choose to seek a resolution to the situation, attempt to take up the matter with the person concerned to resolve the issue. If it is not resolved the following points should be noted:

- For issues relating to staff, these should be directed to the school Principal
- Where the issue concerns other volunteers, the issue should be directed to the supervisor/coordinator for the area or project you are involved in (e.g. fete coordinator, fundraising coordinator) or to the P&C Executive
- If the issue isn't resolved to the satisfaction of all parties, then a formal grievance procedure can be implemented where a copy of the grievance will be provided to all parties who will be given the opportunity to respond in writing and a meeting will be convened to try and reach a mutually satisfactory agreement between the parties
- If a satisfactory agreement cannot be reached, then an independent mediator will be engaged to resolve the issue.

We encourage you to express your concerns early to the appropriate person so that issues may be resolved quickly and quietly.

**Welcome to our volunteering community. We hope that your involvement in our school community is not only beneficial for our students but is also very rewarding for you too!**

# P&C VOLUNTEER POLICY

## KEY CONTACT PERSONS

Key Area	Contact Person
P&C Executive	<b>Bryony Roschitsch</b> President president@grovelyschool.com.au <b>Clare Fewtrell</b> Secretary secretary@grovelyschool.com.au <b>Narelle McDowall</b> Treasurer treasurer@grovelyschool.com.au <b>Melissa Sandhar</b> Vice President vp@grovelyschool.com.au
School Volunteer Program	<b>Peita Bevan</b> P&C Services Manager community@grovelyschool.com.au
Tuckshop	<b>Peita Bevan</b> – P&C Services Manager (Tuckshop Manager) tuckshop@grovelyschool.com.au Tuckshop: 3354 6333

### Policy Acknowledgement

I have read and been informed about the content, requirements, and expectations of the Volunteer Policy. I have read a copy of the policy and agree to abide by the policy guidelines as a condition of volunteering with the Grovely State School P&C Association.

I am able to access a copy of the policy at any time online at <http://grovelyschool.com.au/about/policies-procedures/>

I understand that if I have questions, at any time, regarding the policy, I will consult with P&C staff or executive.

Please read the policy carefully to ensure that you understand the policy before signing this document.

### Volunteer

Name: .....

Signed: ..... Date: ...../...../.....

### Supervisor/Manager

Name: .....

Signed: ..... Date: ...../...../.....