



VOLUNTEER POLICY

Purpose

Peter Moyes Anglican Community School (the School) aims to provide an open, welcoming and safe environment for all. Volunteers play a valuable role in the life of the School with responsibility in the duty of care to children such as safety, ethical conduct, communication and confidentiality.

All volunteers working with the School's students must abide by the requirements of the Volunteer Policy, the Parent Code of Conduct Policy (Parent Code). A volunteer who is a member of the School's staff or a community member who is not a parent/guardian, must abide by the Staff Code of Conduct (Staff Code).

The School Insurance covers volunteers in the roles to which the School has approved involvement.

A volunteer at the School is one who voluntarily engages in work at the School without payment or reward by helping at any activity carried out for the benefit of the School organised to promote School welfare, at the request of the Principal.

All parents/guardians agree to abide by the Parent Code and to offer their support when able at the enrolment of their child. The School requires volunteers to undergo a Working with Children Check (WWCC) and/or Nationally Coordinated Criminal History Check (NCCHC).

It is the responsibility of the volunteer to advise the School should a matter arise that would affect them obtaining or maintaining a WWCC or NCCHC. The School may also wish to pursue other forms of screening depending upon the proposed role and duties of the volunteers.

Where concerns arise about a volunteer, the School will take every opportunity to remedy a problem or improve an area of concern. Volunteers in breach of the Parent or Staff Codes will be subjected to action by the School, at the discretion of the Principal.

All volunteers are required to sign in and out at the relevant School Reception. Copies of the WWCC and/or NCCHC will be held on record. Volunteers engaging in a practicum or work experience placement must also complete a Personal Information Form prior to their commencement.

Related Documents

Parent Code of Conduct
Staff Code of Conduct
Staff Dress Policy
Volunteer Procedures

Related Links

[Working With Children Check](#)
[Australian National Character Check](#)