



School No: 2068 Established 1878

7.11 Volunteers



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Volunteers are valued and integral part of the staffing of Cranbourne Primary School OSHC and are managed in a consistent and professional manner, in accordance with the other Policies of Cranbourne Primary OSHC which apply to employed staff, modified only as necessary to reflect the voluntary nature of the role.

Procedures

All procedures of Cranbourne Primary School OSHC which are applicable to employed staff apply to voluntary staff except where expressly provided otherwise, or with such necessary modifications to reflect the voluntary nature of the role.

Risk Management assessments will be conducted as necessary when utilising volunteers

Volunteers must hold a valid working with children check before they begin volunteering
Resumes and references will be kept on file for volunteers who volunteer at Cranbourne Primary School OSHC An induction process will be given to provide an opportunity to help volunteers understand:

- Cranbourne Primary School OSHC's policies and procedures
- Cranbourne Primary School OSHC's commitment to an environment which is safe and friendly to children
- The roles of staff in Cranbourne Primary OSHC
- Their rights and responsibilities
- Expectations
- The boundaries of their roles

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168 Quality Area 4, Element 4.1 Quality Area 7, Element 7.1

Relevant Policies

Roles and Expectations of Staff

Staff Orientation and Induction

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025