

Volunteer Policy

Pooraka Community Kindergarten encourages and welcomes volunteers to our program. Their work complements the work of paid staff and adds a rich array of expertise, skills and knowledge to the support of young children in their learning.

The principles which guide this volunteer policy are taken from the document 'Volunteers Working in Educational Sites and Settings' 2012¹, they are

- The rights of children and young people to learn in a safe, respectful and well organized environment are paramount and take priority over other interests.
- Volunteers can expect a safe and well managed workplace with meaningful work, appropriate direction, supervision and training.

Prior to commencing their voluntary work, all volunteers should be interviewed on an informal basis. This to ascertain their suitability for, and interest in, the tasks that they will be given to undertake. Mutual expectations can be established in a longer discussion and records kept around this agreement. A role description for the volunteer position will be given to the volunteer through the induction process as described below.

Reference checks may be undertaken by the site leader to confirm work abilities or character attributes. Full contact details for the volunteer will be recorded and kept confidential.

Criminal History Screening may be conducted through the Department of Education and Child Development criminal history screening unit. This screening may not be necessary if volunteers are not having close contact with children and is at the discretion of the Director. Volunteers will be informed of this requirement as it arises.

Volunteers will be given an induction and orientation process via the Volunteer Induction folder located on the top shelf in the office, adjacent the Staff Induction folder and Centre Policies folder. These documents will be useful for volunteers to learn as much as they can regarding the centre's operation. They include a Volunteer Guidelines and Volunteer Agreement.

The Volunteer Agreement may be terminated at any time at the discretion of the Director.

Reviewed Policy March 2013

¹ 'Volunteers Working in Education Sites and Settings' May 2012 ©Department for Education and Child Development.