LOWER PLENTY PRIMARY SCHOOL OSH 

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# VOLUNTEERS POLICY

## PURPOSE

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

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

All procedures of Lower Plenty 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 Lower Plenty Primary School OSHC
* An induction process will be given to provide an opportunity to help volunteers understand:
  + Lower Plenty Primary School OSHC’s policies and procedures
  + Lower Plenty Primary School OSHC’s commitment to an environment which is safe and friendly to children
  + The roles of staff in Lower Plenty Primary OSHC
  + Their rights and responsibilities
  + What is expected of them
  + The boundaries of their roles

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.