



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Volunteer Helpers**

Effective volunteers help provide curriculum delivery at Marist Catholic School and support the Special Catholic Character of the School. The school encourages parent and caregiver involvement and seeks to safeguard the health and safety of these volunteer workers and the students they supervise.

### GUIDELINES

1. These procedures apply only to those volunteers involved in curriculum based activities. Volunteers involved in PTA activities will be bound by the Community Lead Activities Procedures and PTA policy and procedures.
2. All volunteers must be eighteen years or older.
3. All volunteer helpers must comply with the school's health and safety requirements.
4. To maximise volunteers' effectiveness and safeguard the safety of students volunteer helpers will receive appropriate training before undertaking any curriculum-based tasks.
5. Children not attending Marist Catholic School will not be permitted to accompany the volunteer helpers on any activity outside the school environment, except at the discretion of the principal.
6. Volunteers will not be permitted to have sole charge of a group of students outside the school environment, except at the discretion of the principal.
7. A volunteer helper who is in a supervisory position overnight e.g. at school camp, will be subject to the school police vetting procedures. The police report will be confidential to the person involved and the Principal.
8. A volunteer helper using their own vehicle to transport students, must meet the following requirements:
  - The driver must have a current full drivers licence
  - The vehicle must be registered and have a current Warrant of Fitness
  - Each student must wear a diagonal seat belt.
9. No alcohol is to be consumed by any volunteer helper while involved with supporting curriculum based activities at or with the school.
10. The principal and senior leadership will have the discretion to select volunteers most suited to the supervision of a particular activity.