

# HOLY SPIRIT SCHOOL



## VOLUNTEER POLICY

Holy Spirit School believes that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement our school programs, thus providing a wider range of interactions and experiences for students.

A “Volunteer” is any person who, without compensation or expectation of compensation, performs a task at the direction of, and on behalf of the school. A volunteer must be officially accepted and registered by the school prior to working. Volunteers are NOT employees of the school.

Holy Spirit School is committed to the Work, Health and Safety Policies that protect the safety and welfare of all students.

We will ensure that:

- A staff member will supervise a volunteer in his/her work.
- A register of volunteers will be kept current.
- All volunteers must be recorded on the register.
- Volunteers will be provided with appropriate training.
- A volunteer will not work unsupervised with students.
- Holy Spirit School will endeavour to provide a safe workplace.
- The volunteer’s most important responsibility relates to his/her duty of care to children.
- Volunteers must respect the rights of all children.
- Volunteers do not represent the school (answer questions of visitors, parents, media ...) without permission from the Principal.
- Volunteers must dress appropriately.
- Volunteers must always maintain confidentiality.
- Volunteers are asked to be reliable (time commitments) and give notice if they can’t attend when expected.
- Volunteers are to follow the schools rules and procedures.

Volunteers are required to sign a Volunteer Declaration Form prior to volunteering at Holy Spirit School.

Our school has a “Code of Conduct” for volunteers.

<b>Date Ratified</b>	<b>Principal’s Endorsement</b>	<b>Review Due</b>