



Volunteer Guidelines

Policy Document Information

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Other Policy/Procedures Relationships	
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VOLUNTEER GUIDELINES

The Abraham Kuyper Christian Education Association recognises that voluntary help is an important and valuable expression of parental involvement in the life of the school.

This document relates to the assistance given by volunteers. When a person volunteers to help in the school, the following guidelines are to be followed:

1. A copy of these guidelines are to be made available to all volunteers
2. A *Volunteer/Student Declaration* form is to be completed by all volunteers.
3. Volunteers are to be under the supervision of a staff member
4. Volunteer duties and responsibilities will be clearly stated by the requesting staff member. (A written job description may be necessary in some circumstances.)
5. Volunteers are to sign in to the school. This ensures that we know who is on school premises and that they are covered by the appropriate "Volunteers Workers Insurance"
6. Volunteers are subject to the same expectations, with regard to conduct whilst on school business, as paid employees are. Volunteers who serve at the school for more than 2 consecutive hours on a regular basis are required to read the school's Child Protection Policy and Code of Conduct Policy.
7. Whilst involved in parent help on school premises, volunteers should wear a 'Visitor' I.D. tag. (Available from School Office)
8. If a volunteer has been requested to use their own vehicle for a school purpose they must consult with the school office to ensure relevant forms are completed.
9. Before the expenditure of any money that the volunteer will require to be reimbursed by the school, they should gain the approval of the supervising staff member