



## Volunteers Policy

**Policy:** Al-Taqwa College recognizes the valuable contributions that can be made by skilled volunteers within our College. Students and teachers can benefit greatly from the assistance that volunteers can provide.

Al-Taqwa College is committed to ensuring that all Volunteers are suitable for working in a school environment, and are prepared to work in accordance with the policies and procedures that apply to all staff.

**Scope:** **All volunteers, College Management & Staff**

**References:** Fair Work Act 2009  
 Equal Opportunity Act 2010  
 Education and Training Reform Act 2006  
 Education and Training Reform Regulations 2007  
 Information Privacy Act 2000  
 Privacy Act 1998  
 National Privacy Principles  
 Working with Children Act 2005  
 Occupational Health and Safety Act 2004  
 Accident Compensation Act 1985  
**Workplace Injury Rehabilitation Act 2013**

WHO	KEY STEPS	CLARIFICATION
HR	New Volunteers Induction	<ul style="list-style-type: none"> <li>▪ Any staff who wish to engage a volunteer are required to fill in a <a href="#">volunteer requisition application form</a></li> <li>▪ All individuals wishing to volunteer at the College must complete a <a href="#">Volunteer information and Volunteer declaration form</a> and submit to the HR department</li> <li>▪ HR will arrange a time to meet with the potential volunteer and the Head of Department to discuss their request and ascertain their suitability</li> <li>▪ The request must be supported by whomever the volunteer will be working with</li> <li>▪ Provide a comprehensive health &amp; safety information and ensure this is signed by the new volunteer.</li> <li>▪ The HR department is required to conduct the induction as per the induction policy, procedures and checklist. (Please refer to the <a href="#">New Employee Induction checklist</a>)</li> </ul>

All volunteer	Requirements	<ul style="list-style-type: none"> <li>▪ All volunteers will be required to complete the following: <ul style="list-style-type: none"> <li>▪ <a href="#">Working with Children's Check</a> as per the <a href="#">Working with Children's Policy</a></li> <li>▪ <a href="#">Volunteers information form</a></li> <li>▪ <a href="#">Volunteers Declaration form</a></li> <li>▪ <a href="#">Volunteer contract to be signed</a></li> <li>▪ <a href="#">New employee induction checklist</a></li> </ul> </li> </ul>
HR	Volunteer Files	<ul style="list-style-type: none"> <li>▪ Details of Volunteers and completed paperwork will be maintained in the cabinet containing staff files</li> <li>▪ Volunteer files will be maintained with the same regard for privacy and confidentiality as staff files</li> </ul>
Volunteer/ Deputy	Attendance	<ul style="list-style-type: none"> <li>▪ Attendance times for volunteers must be agreed to in advance and recorded in their file</li> <li>▪ Volunteers are not permitted to be in the school at other times unless a written request is received by the Head of Department, and this request is approved.</li> <li>▪ Volunteers are expected to attend at the designated times, and are required to contact the College if they will be absent.</li> <li>▪ Volunteers must sign in at reception upon arrival, put on their Volunteer Pass, report to Head of the Department office and sign in their attendance for the day and sign out when they are leaving as per the <a href="#">Visitors Policy</a>.</li> <li>▪ Volunteers must arrive on-time to ensure there is no disruption to classes</li> </ul>
Volunteer	Participation & Emergency Response	<ul style="list-style-type: none"> <li>▪ Volunteers are expected to follow the safe instructions provided to them by their supervising Teaching staff member(s).</li> <li>▪ Volunteers are expected to practice a participative approach to all activities requiring support as provided to them by their supervising Teaching staff member(s).</li> <li>▪ Volunteers are expected to demonstrate a proactive approach in cases of an emergency and/or first aid requirements of students.</li> <li>▪ Volunteers that are able to produce a current first aid certificate, anaphylaxis emergency management and/or asthma management current certificates of training will be highly regarded and contacted in the first preference to support the College.</li> </ul>

Volunteer	Behaviour	<ul style="list-style-type: none"> <li>▪ Volunteers are subject to the same code of conduct as school staff and must follow the <a href="#">Code of Conduct Procedure</a> and <a href="#">Uniform Policy</a></li> <li>▪ Volunteers must follow all lawful directions given by staff or they will be asked to leave the school grounds, and permission to volunteer will be discontinued.</li> </ul>
Direct Management and Volunteers	Health, Safety, Environment compliance	<ul style="list-style-type: none"> <li>▪ Ensure compliance with health, safety and environment at the College and adhere to all necessary health, safety and environment procedures including the duty of care to students and all others at the College.</li> <li>▪ The Direct Management to assist, support and monitor all Volunteers to ensure day to day requirements being achieved and ensuring the safety and wellbeing of our volunteers.</li> </ul>
Direct Management and Volunteer	Policies and Procedures	<ul style="list-style-type: none"> <li>▪ Ensure compliance with applicable College policies and procedures and conduct themselves in a professional manner and provide a quality contribution to the College.</li> </ul>
Volunteer	School Property	<ul style="list-style-type: none"> <li>▪ Volunteers must not remove school property from the premises under any circumstance</li> <li>▪ There will be no payment made to volunteers, volunteers must not make purchases on behalf of the school as they will not be reimbursed</li> </ul>
Volunteer	Staff vacancies	<ul style="list-style-type: none"> <li>▪ Volunteers are encouraged to apply for any staff vacancies for which they are suitably qualified, however preferential treatment will not be given during the recruitment process. All applications will be assessed on their individual merit as per the <a href="#">Recruitment and Selection Policy</a></li> </ul>