

## **MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY**

### **DESIGNATED VOLUNTEER WORKER**

#### **Rationale**

The Michael Park School Board and RSST believe that designated voluntary workers can make a significant contribution to the school community by giving their time and sharing skills and expertise with others. Designated volunteers have a wide range of interests and abilities that can complement school programmes.

#### **Definition of a Designated Volunteer Worker**

- A 'designated volunteer worker' is any person who, without compensation or expectation of any form of remuneration, performs a task at the direction of and on behalf of the school or kindergarten, who regularly work for the school on an ongoing basis and are integral to the school's operations.
- A designated volunteer worker must be officially accepted and registered by the school or kindergarten prior to entering the school to perform volunteer work. Designated volunteer workers shall not be considered as employees of the school but may be mentors/coaches of at-risk children, breakfast club helpers, "walking bus" helpers etc.

This policy does not apply to casual volunteers such as those who:

- participate in a fundraising activity for the school
- assist with casual class activities, sports or recreation for a school (e.g. sports day, school fair)
- assist with activities for a school outside the premises or grounds of the school (e.g. EOTC)

#### **Guidelines**

##### **The School's Responsibilities**

Michael Park School and Kindergarten is committed to the Health and Safety Policies that have been put in place to protect the safety and welfare of students and staff. The school accepts that this covers the practice of using designated volunteer workers within the school environment.

Designated volunteer workers will only work in the school when approved by the Senior Leadership Team (SLT) and only in approved areas. The SLT must ensure:

1. A staff member will be allocated to supervise a designated volunteer worker in each of the areas he/she works.
2. A register of current designated volunteer workers must be kept.
3. Staff wishing to use the services of a designated volunteer shall check the designated volunteer workers' register prior to their commencement.

4. Designated volunteer workers will be provided with induction and training (where required) that will include:
  - Health and Safety Procedures
  - Duty of care responsibilities to students
  - Confidentiality requirements
  - Any training specific to the area of their designated volunteer work
5. Supervising teachers will meet their duty of care to students by not leaving a designated volunteer to work unsupervised with students.
6. The school endeavours to provide a safe workplace.
7. The school reserves the right to discontinue the services of any designated volunteer worker without notice or reason.

### **The Designated Volunteer's Responsibilities**

The designated volunteer worker's most important responsibility relates to his/her care of children and MUST:

1. At all times follow the directions of any staff member.
2. Be appropriately dressed for their role.
3. Be responsible for maintaining the confidentiality of all information to which they are exposed while serving as a designated volunteer, whether this information involves a single staff member, designated or casual volunteer, student, parent/caregiver, or other person or involves school business.
4. Follow the school's rules and procedures, including Health and Safety, and Staff Code of Conduct.
5. Advise the school, in advance, if they cannot attend on an agreed day.

### **The Designated Volunteer Worker MUST NOT:**

1. Have unsupervised contact with students during break times.
2. Be involved in toileting students or assisting with change room and sick bay.
3. Display bullying or intimidating behaviours towards students.
4. Initiate out of hours contact.
5. Discuss a student with any parents.
6. Represent the school or otherwise behave in a way that would imply the designated volunteer is a representative of the school, without permission from the Principal.

### **Concerns**

When concerns arise in regards to any designated volunteer worker, opportunities to remedy a problem or improve an area of concern will be offered wherever possible.

Policy type:	<b>Management Policy</b>	NZSTA Governance Framework:
Date reviewed:	<b>29/08/2022</b>	Related NAGs: NAG3
Signed for MPS Board:		