INTRODUCTION TO
THE GROVE EDUCATION CENTRE VOLUNTEER POLICY

PHILOSOPHY

We believe 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 may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

VOLUNTEER SELECTION PROCEDURES

Volunteers will be assessed for their suitability to work at the school by the Principal or Assistant Principal. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to attend an interview, complete induction training and sign both an agreement and confidential declaration form before they commence volunteer work.

Volunteers offering to assist in programs where students are involved will be asked to provide:

• Details of qualifications, experience and other information relevant to the program.

• The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.

The Principal's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

Additional Aspects included in the Policy are:

 o Responsibilities (School responsibility to Volunteers & Volunteer Responsibility.)
 o Cancellation of Agreement.
 o Associated Forms (Induction information and Contract.)

For more information please contact the school.