

## VOLUNTEER ENGAGEMENT POLICY

### Purpose

The following policy aims to support a safe and inclusive school environment. It aims to ensure community members who wish to volunteer their services to Damascus College will be welcomed, their contributions valued and their skills matched to the needs of the students and the College.

### Scope

This policy applies to all those who volunteer their services to the College.

### Definitions

**Supervisor:** the person designated responsible for the supervision of the volunteer, usually a teaching staff member.

**Volunteer:** those parents, caregivers and others, usually part of the College community, who contribute unpaid time, energy and expertise for the betterment of the College and its students.

### Policy Statement

It is Damascus College policy to ensure that volunteers:

- provide a rich resource to enhance student learning and improve student outcomes;
- build a shared sense of community;
- create opportunities for community connection, involvement and engagement;
- strengthen the connection between schools, families, parishes and community; and
- are aware of and comply with the Child Safe Standards.

### Consequences

Damascus College and Volunteers will:

- adhere to the CECV guidelines on the Engagement of Volunteers in Catholic Schools; and
- adhere to the Victorian Childs Safe Standards.

### Responsibilities

The Principal and the Leadership Team have overall authority for the implementation of this policy.

### Legislative Context

Ministerial Order No. 870  
Victorian Child Safe Standards  
Working with Children Act (2005)  
Privacy Legislation  
Workplace Health and Safety

### Associated Documents

CECV Guidelines on the Engagement of Volunteers in Catholic Schools  
Pastoral Care Policy  
Parental Engagement Policy  
Excursions, Camps and Student Activities Policy



Occupational Health and Safety Policy  
Concerns and Complaints Policy