Volunteers Policy

Version *1*, Date *June* Approved by the Principal

1. Rationale

1.1. The Australian Islamic Centre College (AICC) values and appreciates the invaluable contributions made by volunteers in enhancing our school community. We actively encourage the participation of parents, guardians, and community members to partake in various school activities and programs.

2. Policy Statement:

2.1. AICC acknowledges the vital role of volunteers and promotes their active involvement in school activities while ensuring the safety, well-being, and privacy of our students, staff, and parents.

3. Scope and Application:

3.1. For the purpose of this policy, volunteers are defined as individuals engaged in unpaid 'child-related work' within the school premises or during educational-based activities, including 'parent helpers' involved in classrooms or other programs who have direct contact with children.

4. Implementation Guidelines:

4.1. To uphold the safety and welfare of our school community, the following implementation measures will be adhered to:

a- All volunteers must undergo a comprehensive induction program conducted by AICC before commencing any volunteer work at the school.

b- Volunteers engaging in direct contact with children are required to possess a valid Working with Children Check (WWCC) or a VIT card and adhere to the renewal requirements.

c- Strict adherence to the school's visitor sign-in/out procedures is mandatory for all on-site volunteers.

d- Expected conduct includes maintaining a respectful environment, following staff direction, and working in alignment with the school's values and Child Safe policies.

4.2. Volunteers will operate under staff guidance and may assist in various school activities such as camps, excursions, or swimming events. Their valuable contributions to the school community will be duly acknowledged annually.

Policy Approval and Review

4.3. AICC is committed to regular policy review and accountability.

4.4. This policy was last updated and approved by the School Principal and Board members in June 2023, and it is scheduled for review in December 2024, aligning with our school's comprehensive review cycle.