



Volunteers

Statement of Context

The School values the role of volunteers as they generously give their time to assist with School activities and events. Volunteering for the School can be a highly rewarding experience and can provide individuals with a sense of belonging in the School Community.

Coordination of School volunteers is through the Development Office.

Volunteers are required to adhere to the **Volunteer Code of Conduct** (included in this document) at all times. Volunteers must also comply with the School's policies and procedures established by Yarra Valley Grammar as referenced below and as available at www.yvg.vic.edu.au

Aim

The aim of this document is to provide a reference document for volunteers and to ensure that volunteers are acknowledged and treated with respect by the School. It sets out the standards of behaviour expected of Yarra Community Volunteers while they are engaged at the School.

References/Background Papers

Volunteering Australia www.volunteeringaustralia.org/

YVG Child Protection Policy

YVG Child Protection Code of Conduct

YVG Privacy Policy

YVG Occupational Health and Safety Policy

YVG Bullying, Violence, Harassment and Discrimination Policy

Yarra Valley Grammar's Role with Yarra Community Volunteers:

- Yarra Valley Grammar values the role of volunteers as part of the School Community
- Volunteers are respected for their skills and talents
- Yarra Valley Grammar will provide an induction to volunteers and ongoing support as required in their role
- Yarra Valley Grammar will provide a safe and healthy workplace, however, volunteers are also responsible for looking after their own health and safety and the health and safety of others while volunteering on School property
- Volunteers will be briefed according to their role at the School.
- In the event that volunteers are required to handle money, guidelines and accountabilities will be explained to them by the School
- Yarra Valley Grammar will reimburse volunteers for any essential or required purchases related to their role where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved in advance by the Development Office.

POLICIES AND PROCEDURES

Volunteers Code of Conduct

Yarra Community Volunteers should:

- Treat with respect all people associated with Yarra Valley Grammar, including staff, students, volunteers, contractors, visitors and any other members of the School Community
- Attend to their responsibilities and make decisions based on what is best for the School, not for individual interest or gain
- Be honest and diligent in their role
- Not take advantage of their position as a volunteer
- Respect the opinions of others
- Declare any Conflicts of Interest to the Development Office to ensure that these Conflicts do not pose a risk to staff, students and members of the School Community
- Be open to feedback from others and respond appropriately
- Act as a positive role model to students and other parents with respect to good behaviour and always represent Yarra Valley Grammar in a professional manner
- Care for the wellbeing of others, their rights, feelings and opinions
- Refrain from smoking and consuming alcohol whilst volunteering for Yarra Valley Grammar unless at an event where approval has been given by the School. (The School is a non-smoking venue)
- Wear Yarra Valley Grammar identification at all times while on School Property
- Not speak to the media about any aspect of Yarra Valley Grammar, nor comment on any aspect of the School's operations via social media that could damage Yarra Valley Grammar or its reputation
- Agree that photos may be taken by the School, of volunteers assisting at Yarra Community events, and these images may be publicised on the School's social media pages or within School brochures, in order to promote Yarra Valley Grammar
- Realise that all activities carry an element of risk and risks can be discussed with their Supervisor or the Development Office at the time of briefing
- Wear protective gear provided by the School, where asked, to participate in certain School activities
- Gain approval in advance from the Development Office if working outside of School hours
- Be responsible, in conjunction with the School, for looking after their own health and safety and the health and safety of others while volunteering on School property
- Adhere to the policies and procedures established by Yarra Valley Grammar as provided and as available at www.yvg.vic.edu.au
- Understand that failure to adhere to this Code of Conduct or Yarra Valley Grammar policies and procedures may result in the loss of the volunteering opportunity.

The Volunteer Code of Conduct applies to all volunteers at Yarra Valley Grammar, long and short-term.

This Code of Conduct will be reviewed by the School every 2 years or sooner, as required.