



**Jasper Road Public School P&C Association**

**Volunteering Policy**

**2024**

1. Policy Statement:.....2

2. Purpose .....2

3. Definitions.....2

4. Volunteer Eligibility and Screening .....2

5. Volunteer Roles and Responsibilities .....3

6. Volunteer Coordination and Support .....3

7. Volunteer Uniforms/Appearance Expectations.....4

    7.1 Uniform overview .....4

    7.2 Uniform/Attire Expectations .....4

    7.3 Attire .....5

        7.3.1 Volunteer attire by role .....5

        7.3.2 When uniform is not required .....6

    7.4 Personal Grooming .....6

    7.5 Uniform Management .....6

    7.6 Replacement Uniforms .....7

    7.7 Alterations to Uniform .....7

8. Insurance and Liability .....7

9. Grievances and Complaints .....7

10. Code of Conduct .....7

11. Child Protection and Safety .....8

12. Confidentiality and Privacy .....8

13. Volunteer Recognition .....8

14. Policy Dissemination .....9

15. Policy Compliance .....9

16. Policy Approval and Amendments and Review .....9

## **1. Policy Statement:**

The Jasper Road Public School P&C Association recognises the value and importance of volunteers in supporting and enhancing the educational experience for students, staff, and the school community. This policy outlines the guidelines and expectations for volunteering at Jasper Road Public School P&C Association in NSW, Australia.

## **2. Purpose**

The purpose of this policy is to:

- a) Promote and encourage volunteer participation at JRPS P&C Association
- b) Ensure the safety, wellbeing, and rights of volunteers.
- c) Clarify the roles, responsibilities, and expectations of volunteers.
- d) Establish a framework for effective communication and coordination between the P&C and volunteers.
- e) Outline uniform/attire expectations acceptable dress and appearance standards of volunteers

## **3. Definitions**

"**Volunteer**" refers to an individual who contributes their time and skills, without expectation of monetary compensation, to support activities or programs at Jasper Road Public School P&C Association.

## **4. Volunteer Eligibility and Screening**

Volunteers must complete the following screening requirements before commencing their volunteer activities:

- a) Be confirmed as a parent or guardian of a child attending JRPS or current financial member of the JRPS P&C Association
- b) When appropriate they may need to submit the "Declaration for Child-Related Workers" Form to Jasper Road Public School.

A motion passed by JRPS P&C Association on 27/05/2024 states: “ ‘Declaration for Child-related workers’ documentation is required from volunteers to work inside the Disco and at other events at the discretion of the President. Volunteers will always remain in pairs (2 volunteers) while inside the disco.” This document can be sourced online from the Department of Education or from the JRPS office. Note that school staff will require time to complete the checks required by the declaration – so this should be done as early as possible to allow for the school to approve the volunteer.

Note: Most volunteers do not require this documentation/check.

## **5. Volunteer Roles and Responsibilities**

Volunteers are expected to:

- a) Respect and adhere to the policies, procedures, and guidelines of Jasper Road Public School P&C Association
- b) Comply with all relevant legal and ethical obligations, including maintaining confidentiality and respecting privacy.
- c) Act in the best interests of students, promoting their safety, wellbeing, and positive learning experiences.
- d) Communicate respectfully and collaborate effectively with staff, students, parents, and other volunteers.
- e) Attend any required training or orientation sessions relevant to their volunteer role.
- f) Carry out assigned tasks responsibly, reliably, and to the best of their abilities.
- g) Take direction from representatives of the JRPS P&C – including office-bearers, executive committee members, and appointed supervisors and co-ordinators.
- h) Promptly notify the Jasper Road Public School P&C Association if unable to fulfill a volunteering commitment.

More information about volunteer roles and responsibilities can be found in the applicable role guide (eg *JRPS P&C Volunteer Co-ordinator Guide*) contact the JRPS P&C Secretary for more information.

## **6. Volunteer Coordination and Support**

The JRPS P&C Association will:

- a) Assign a JRPS P&C member to act as a Volunteer Co-ordinator to oversee volunteer activities and address any concerns or issues
- b) Provide appropriate supervision, guidance, support, and safety equipment/attire to volunteers before and during the event.

- c) Provide volunteers with necessary information, resources, and training relevant to their roles.
- d) Recognise and acknowledge the contributions and efforts of volunteers.

## **7. Volunteer Uniforms/Appearance Expectations**

The appearance of our committee members and volunteers reflects the professional image of our organisation and our brand. Committee members and Volunteers' presentation significantly impacts the way we are viewed by students, staff, community and the wider public. JRPS P&C uniforms also contribute to the personal safety of students by allowing easier recognition of P&C volunteers for students inside the school and in the community.

Committee members and Volunteers may be provided with a uniform and protective clothing based on the nature and responsibilities of the position or task. JRPS P&C Association acknowledges and celebrates that our committee members and volunteers have diverse cultural, religious and gender identities

### **7.1 Uniform overview**

- a) The Jasper Road Public School P&C Association expects all volunteers to wear the issued uniform during P&C sanctioned activities.
- b) Decisions about exemptions to this policy are at the discretion of the President of the JRPS P&C and must comply with work health and safety and anti-discrimination legislation.
- c) The JRPS P&C promotes the health and safety of all volunteers by identifying items necessary for activities to protect volunteers from injury (for example, items for sun protection or safe footwear).
- d) Volunteers should be encouraged to wear sun safe hats for outside activities whenever possible, even though hats may not be a part of the JRPS P&C uniform. Volunteers are to provide their own hats.

### **7.2 Uniform/Attire Expectations**

All Committee members and Volunteers are required to:

- a) Wear the correct uniform and/or professional attire, as detailed under 'Attire'.
- b) Ensure uniforms are well maintained. Faded, frayed or damaged uniforms must be reported to one of the Executive Officers or Event Coordinator, who will arrange a replacement.

- c) Ensure uniforms and/or attire are RETURNED to the event coordinator to be cleaned at the end of each event. If a uniform is damaged, this should be reported and addressed immediately so a replacement can be arranged.
- d) The event coordinator is responsible for ensuring all uniform, vests and PPE worn or soiled at the event is laundered.

## 7.3 Attire

### 7.3.1 Volunteer attire by role

The following attire must be worn (as applicable). Uniform items may be issued to Volunteers and will differ depending on the volunteer's role and responsibilities:

- a) **Sales:** JRPS P&C polo shirt or volunteer vest, name badge (as applicable) and personal hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed shoes. Exemptions will exist for fancy dress/costume events, provided attire is still suitable under safety requirements and volunteer/supervisor vests must still be worn.
- b) **BBQ Cooking:** JRPS P&C polo shirt or JRPS P&C fire-resistant apron or fire-resistant vest, name badge (as applicable) and personal hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed shoes. Volunteers in this position are also required to stop hair, clothes, jewellery or phones touching food or surfaces (e.g. hair must be tied back, loose jewellery removed, and open sores covered securely). Cooks must regularly wash and dry their hands or use hand sanitiser and must wear clean clothing and aprons/vest. Cooks should never touch ready-to-eat food with bare hands – always use tongs or gloves. (See *NSW Food Authority: Health and Hygiene requirements*)
- c) **BBQ Servicing:** JRPS P&C polo shirt or JRPS P&C vest, name badge (as applicable) and personal hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed shoes. Volunteers in this position are also required to stop hair, clothes, jewellery or phones touching food or surfaces (e.g. hair must be tied back, loose jewellery removed, and open sores covered securely). Servers must regularly wash and dry their hands or use hand sanitiser and must wear clean clothing and aprons/vest. Servers should never touch ready-to-eat food with bare hands – always use tongs or gloves. (See *NSW Food Authority: Health and Hygiene requirements*)
- d) **Supervisors & Co-ordinators:** JRPS P&C polo shirt or supervisor vest, name badge (as applicable) and personal hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed shoes. Exemptions will exist for fancy dress/costume events, provided attire is still suitable under safety requirements and volunteer/supervisor vests must still be worn.
- e) **Photographers:** JRPS P&C 'Photographer' vest, name badge (as applicable) and personal hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed

shoes. Exemptions will exist for fancy dress/costume events, provided attire is still suitable under safety requirements and the photographer vest must still be worn.

### **7.3.2 When uniform is not required**

Committee members and Volunteers not required to wear a uniform must wear clean and appropriate clothing to the following standards regardless of gender.

Acceptable attire:

- a) business shirt with collar, blouse, dress, skirt, long pants/trousers, shorts, T shirt suit or sports coat/jacket or other appropriate clothing;
- b) discrete and professional non-slip shoes and jewellery.

Unacceptable attire:

- a) clothes with offensive text or imagery (inclusive when wearing a uniform, unless otherwise stated or advised)
- b) thongs, high heels that risk health and safety, ugg boots; or
- c) any other inappropriate attire as determined by the President.

## **7.4 Personal Grooming**

Committee members and Volunteers must uphold the following:

- d) a high level of personal cleanliness and hygiene;
- e) hair must be neat, tidy, and a discrete and professional style; and tied up for volunteers when required by WHS for their roles;
- f) facial hair and nails must be neat and of a professional style as required by WHS and food handling legislation.
- g) Volunteers working in food preparation and handling with long hair must wear their hair tied back (to meet WHS regulations)

## **7.5 Uniform Management**

Uniform items will be supplied at no cost to the volunteer and will remain the property of Jasper Road Public School P&C, unless being laundered. Shoes, pants/jeans, skirts and other attire will be provided by the volunteer (unless otherwise advised).

## **7.6 Replacement Uniforms**

Volunteers are expected to be responsible for their uniforms and take reasonable steps to prevent loss or damage to them. However, Jasper Road Public School P&C recognizes that uniforms may be damaged from time to time and will be responsible for repairs or replacement where necessary.

## **7.7 Alterations to Uniform**

Volunteers will not be discriminated against for requiring alterations to their uniform due to religious or cultural reasons, pregnancy or injury. Approval must be sought in advance from the P&C President. If you have any specific needs based on your identity or presentation, please discuss these with the President (or the Volunteer Co-ordinator of an event) to ensure we can accommodate your needs while maintaining safety and a professional look.

## **8. Insurance and Liability**

Volunteers are covered by the JRPS P&C Association's insurance policies while engaged in authorised volunteer activities. Volunteers must comply with all safety instructions, procedures, and protocols to minimize the risk of accidents or injuries.

## **9. Grievances and Complaints**

Volunteers are encouraged to raise any grievances or complaints through established channels, following the P&C's policies and procedures. See the *JRPS P&C Association's Grievance, Complaints & Disputes Policy*. The JRPS P&C Association (where necessary along with Jasper Road Public school) will promptly and fairly address and resolve any concerns or issues raised by volunteers.

## **10. Code of Conduct**

Volunteers are expected to abide by a code of conduct that promotes a safe and inclusive environment for all individuals at Jasper Road Public School P&C Association. See *The JRPS P&C Code of Conduct Policy*. This includes but is not limited to:

- a) Treating all individuals with respect, fairness, and dignity, regardless of their background, race, religion, gender, or ability.
- b) Maintaining appropriate professional boundaries and refraining from engaging in any form of harassment, discrimination, or bullying.
- c) Using appropriate language and communication methods that are respectful and non-offensive.

- d) Respecting the confidentiality and privacy of students, staff, and other volunteers by not disclosing personal or sensitive information without proper authorization.
- e) Complying with all relevant legislation, policies, and procedures related to child protection, safety, and wellbeing.

## **11. Child Protection and Safety**

The safety and wellbeing of students is of paramount importance. See *The JRPS P&C Child Protection Policy*. Volunteers must adhere to the following guidelines:

- a) Report any concerns or suspicions of child abuse, neglect, or harm to the designated school authority as per the school's child protection policy.
- b) Maintain appropriate professional boundaries and avoid engaging in any behaviour that could be misconstrued or compromise the safety of students. Volunteers should NEVER be alone with a student.
- c) No taking photographs, videos, or any other form of media involving students, unless by the official JRPS P&C Photographer/s at an event. Official P&C Photographers are registered with the P&C and have undergone training to maintain student privacy and all images are to be checked and approved by JRPS before being used by the JRPS P&C for approved purposes only. See *The JRPS P&C Photography Policy* for more details.
- d) Refrain from using or being under the influence of alcohol, drugs, or any other substances that may impair judgment or performance while volunteering.

## **12. Confidentiality and Privacy**

Volunteers are required to respect and maintain the confidentiality and privacy of all information obtained while volunteering with JRPS P&C. This includes student and volunteer personal data, staff discussions, and any other sensitive information.

Volunteers must not disclose or share any confidential information without proper authorization or a legitimate need to know.

See *The JRPS P&C Privacy and Records Policy* and *The JRPS P&C Confidentiality Policy*

## **13. Volunteer Recognition**

The contributions of volunteers of JRPS P&C Association are greatly appreciated. The JRPS P&C Association will recognise and acknowledge the efforts of volunteers through various means, such as:



- a) Thank-you notes or certificates of appreciation.
- b) Invitations to special events or recognition ceremonies.
- c) Inclusion in newsletters, website acknowledgments, or other forms of public recognition.
- d) Where appropriate at the discretion of the JRPS P&C, incentives may be provided to encourage volunteering; any such incentives should be publicly advertised and determined to be fair and equitable to the volunteering position and time frame. At no time will incentives include monetary gains for volunteers.

#### **14. Policy Dissemination**

This volunteering policy will be made available to all volunteers, school staff, and relevant stakeholders through appropriate channels, such as the P&C's website, parent newsletters, or volunteer orientations. Any updates or revisions to the policy will be communicated to all relevant parties promptly.

#### **15. Policy Compliance**

All volunteers are required to comply with this policy and its associated procedures. Non-compliance with this policy may result in the termination of a volunteer's engagement with JRPS P&C Association.

#### **16. Policy Approval and Amendments and Review**

16.1. This policy has been approved by the Jasper Road Public School P&C Association.

16.2. Any amendments or revisions to this policy must be approved at a general meeting of the JRPS P&C Association (with 1 month notice and review time by financial members of the JRPS P&C Association)

16.3 This policy will be reviewed every 3 years or as necessary to ensure its continued effectiveness, compliance with relevant legislation, and alignment with the objectives of Jasper Road Public School P&C Association.

This Volunteering Policy of the Jasper Road Public School P&C Association complies with Jasper Road Public School P&C Association Constitution and By Laws, relevant legislation including the NSW Anti-discrimination Act 1977 and the NSW Work Health and Safety Act 2011 and all requirements of the NSW Food Authority; and reflects our unwavering commitment to safeguarding both our volunteers,

customers and our children. It will be actively implemented, communicated, and regularly reviewed to ensure its effectiveness and compliance with legal requirements.

As adopted by the *Jasper Road Public School* P&C Association General Meeting, Monday 21 October 2024.

Signed President: Sarah Bramley

Witnessed Secretary: Davina Harris