



Volunteer Policy

This policy applies to all volunteers engaged in activities for the Balgownie Public School P&C Association ("the Association"). It outlines expectations for volunteer conduct, child-safe practices, roles and responsibilities, and the support volunteers receive in their work.

1. Definition of a Volunteer

A volunteer is any person who supports an Association activity without financial reward and acts under the Association's direction.

2. Inclusion & Accessibility

The Association welcomes volunteers from diverse backgrounds and will make reasonable adjustments so people can participate safely and comfortably. We aim to ensure volunteer roles are accessible, fair and respectful.

3. Volunteer Registration & Approval

Volunteers must sign in where required, follow school rules, and may require a Working With Children Check (WWCC) depending on duties.

4. Child Safety & Conduct Expectations

Volunteers must act responsibly, maintain boundaries with children, follow school and Association instructions, and report concerns.

5. Confidentiality

Volunteers must keep sensitive information confidential and avoid discussing internal matters publicly.

6. Volunteer Roles & Responsibilities

Volunteers must perform tasks safely, handle money responsibly, seek guidance when needed, and represent the Association in a positive light.

7. Training, Support & Supervision

The Association will provide the necessary instructions and supervision. Before starting, volunteers will receive a short induction covering the role, safety, child-safe conduct, who to ask for help, and how to report concerns. Additional role-specific training will be provided where required.

8. Health, Safety & Risk Management

Volunteers must follow WHS instructions, report hazards, and avoid unsafe tasks. Volunteers are covered by the Association's insurance for approved activities. Details and the current Certificate of Currency are available from the Secretary.



9. Behaviour & Code of Conduct

Unacceptable behaviour such as harassment, unsafe conduct, misuse of funds, or intoxication is prohibited.

10. Feedback and Complaints

Volunteers can provide feedback at any time to the Event Coordinator or President. Concerns or complaints may be made in writing to the President for Executive consideration. We will acknowledge, consider and respond in a timely and respectful way.

11. Communication & Social Media

Volunteers must communicate respectfully and use the Association's official channels.

12. Volunteer Recognition

The Association is grateful for volunteer contributions. We will recognise volunteers through thanks at meetings and events, references on request, and simple acknowledgements in our communications.

13. Reimbursement of Expenses

Pre-approval is required for expenses, and receipts must be provided.

14. Withdrawal or Removal of Volunteers

Volunteers may withdraw at any time; the Association may remove volunteers for safety, conduct, or confidentiality breaches.

15. Responsibilities

- Executive Committee: Oversee volunteer engagement.
- President: Main contact for concerns.
- Event Coordinators: Supervise activities.
- Volunteers: Follow this policy

16. Review, Learning & Improvement

After major activities, the Association may review volunteer feedback to improve induction, safety and role clarity.

Next review due: April 2027

Custodian: P&C President or agreed delegate

Version	Changes made	Prepared by	Reviewed by	Date Adopted
Draft	Creation with content taken from NSW Govt Volunteer framework online resources	Julia King 10/3/2026	Eleisa Cajna	-
BPS PC Volunteer Policy 2026	Remove draft watermark and update document name	Eleisa Cajna	BPS P&C Association Members	6 May 2026 at Association General Meeting