**Policy Rationale**
- Volunteer means a person whom without remuneration or reward voluntarily engages in work.
- Volunteers add significantly to the human resources available to CCAE, and deserve encouragement, effective management, support and recognition.

**Policy Aims**
- To maximise the number and variety of effective volunteers who contribute to our CCAE.
- To provide volunteers with the support and recognition they deserve.

**Procedure**
- Volunteers are actively encouraged to partake in CCAE activities, and will be invited to do so.
- Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- CCAE will seek to provide a variety of opportunities for volunteer participation, particularly opportunities for fathers, grandparents, and opportunities for volunteers to be involved in classes of older children or specialist classes.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at CCAE in a condiment and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with CCAE expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with CCAE camps and excursions. CCAE Board of Management requires that volunteers assisting with CCAE camps and swimming programs provide a satisfactory police records checks prior to their participation.
- Individual or groups of volunteers will have their contributions to CCAE publicised.
- Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the CCAE. Volunteers will be invited to use the staff room and facilities.
- A morning tea will be provided in term 4 to thank volunteers for their contributions throughout the year.
- Volunteer Workers undertaking CCAE work on behalf of, and with the approval of, the CCAE Board of Management or principal are indemnified as to their personal liability in similar terms to teachers.
- A volunteer CCAE worker who suffers injury arising out of or in the course of engaging in any CCAE work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- If the property or the property under the control of a volunteer worker is damaged or destroyed in the course of or arising out of the CCAE work, CCAE Board of Management may authorise reasonable compensation.

**Evaluation**
This policy will be reviewed bi-annually.