

WAITAKERE COLLEGE

Section G **ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimarie)**

Policy: **Use of volunteers and professional trainees.**

Date of Review: **August 2020**

Reviewers: **Rosie Garner (HOD Inclusion Support Centre), Jody Morton (Assistant HOD), Janet Moir (Lead Therapist), Ants Cotton (Deputy Principal).**

Goal

To ensure safe and appropriate procedures for volunteers and trainees which leads to benefits for the students in the Inclusion Support Centre (ISC).

Objectives

- 1 To interview or screen volunteers or trainees to ensure they have appropriate understanding and knowledge of issues for students with disabilities.
- 2 To engage volunteers and trainees in appropriate professional development as required.

Guidelines

- 1 Volunteers and trainees will be interviewed by the HOD and another staff member.
- 2 All volunteers will have references checked and have a police vet check carried out.
- 3 All trainees will have had a police vet from their place of study and references provided.
- 4 An induction programme will be provided for volunteers and trainees by the relevant teacher or therapist.
- 5 Volunteers and trainees will be provided specific tasks as set by the HOD and/or their professional supervisor, which will be monitored by a teacher or therapist.

Chairperson

Principal

Date