



Birali Steiner School Working Team Guidelines

Moreton Bay Birali Steiner
School Association Inc. T/A
Birali Steiner School
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Purpose: To provide guidelines for members of task specific working teams to work within, ensuring appropriate practice and policy application.		
Scope: Birali Steiner School Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as approved contractors, or Birali Steiner School agreed volunteers and people undertaking work experience or vocational placements.		
Status: Authorised		Supersedes: Version 20200907
Authorised by: Principal	Date Authorised: 21.03.24	Policy Owner: Principal
Review Date: Every two years		Next Review Date: Mar 2026
References:	<ul style="list-style-type: none"> • Birali Steiner School Volunteers and Visitors Policy • Birali Steiner School Confidentiality Agreement • Birali Steiner School Child Protection Policy • Birali Steiner School Staff Code of Conduct • Birali Steiner School Privacy Policy • Birali Steiner School Complaints Policy & Complaints Resolution System Procedure • Birali Steiner School Emergency Management Policies & Procedures • Birali Steiner School Work Health & Safety Policy 	
Definitions:	<ul style="list-style-type: none"> • Birali Steiner School Working Team examples – Creative Spirit Fair Team, RAP Team, other long or short term task specific teams formed under the delegation of Birali Steiner School Operational Leadership 	

Policy

A Birali Steiner School (BSS) Working Team is a group that contains a combination of Birali Steiner School employees, BSS community or approved volunteers, engaged contractors and Birali students. Each BSS Working Team must have a responsible BSS employee as delegated by the Operational Leadership of Birali Steiner School to coordinate the BSS Working Team.

The purpose of a Working Team is to provide valuable organisation, coordination, research and implementation of tasks, events, projects, etc. to support the school community through School operations.

As a Not for Profit and a growing school, the engagement of volunteers in Working Teams is valuable and strongly appreciated.

Prior to engagement on a Working Team, the potential participants will be advised whether the participation is voluntary or paid. Any payment for participation or service delivery must be approved by the BSS Business Manager or Principal in writing to ensure it is within the scope of the approved annual budget; and must not exceed the scope of the approval without first seeking further approval in writing from the BSS Business Manager or Principal.

The participant must provide or apply for a Blue Card. The appropriate Administration Officer can assist with Blue Card applications.

On engagement as part of a Working Team, the participants of the Team must read the below relevant policies and any additional relevant policies and procedures applicable at the time of agreed commencement and as updated throughout the duration of participation:

- Volunteers and Visitors Policy
- Confidentiality Agreement
- Child Protection Policy
- Staff Code of Conduct

Working Team Guidelines

- Privacy Policy
- Complaints Policy & Complaints Resolution System Procedure
- Emergency Management Policies & Procedures
- Work Health & Safety Policy

In line with the Birali Steiner School's ICT & Privacy policies, participants issued with a school email account and online cloud storage access are to ensure all Birali Steiner School Working Team related email communication is via the Birali Steiner School email account, professional and appropriate. BSS Working Team information should be stored on Sharepoint or OneDrive using your BSS account, not a personal account.

The Birali Steiner School Working Team coordinator will be responsible for requesting any purchases through the BSS Business Manager or Principal. If the BSS Working Team cannot be allocated any or enough funds to complete the tasks required, the Team will need to seek funding/grants; and assist the Business Manager in applying for the funding/grants. No funding/grant should be applied for without prior consent in writing from the Business Manager or Principal.

Participation in a Birali Steiner School Working Team is to support the Team and Birali Steiner School in a collaborative manner.

Differing opinions may be voiced at times and it is required that all discussions remain respectful, courteous and considerate of differing perspectives or opinions.

Advertising or public notices must be proof-read by the appointed Birali Steiner School Working Team Coordinator and approved by the Business Manager or Principal prior to publishing to ensure alignment with the overall goal of the Working Team and the school ethos.

The Working Team Coordinator is to report regularly back to BSS Operational Leadership.