

## Vision

- School experiences for students are enriched by the wide range of skills and expertise contributed by volunteers displaying the school values of respect, creativity, excellence and resilience.
- Volunteers gain satisfaction from their work in school with students by developing mutually respectful relationships.
- The safety and wellbeing of students and volunteers is maintained at a high level.

## Action

- The Principal will assess volunteers for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

The Principal's decision is final in determining who is eligible to work as a volunteer at the school.

## **Sequence of Steps for Volunteers:**

- make informal contact with the school to ascertain school needs for volunteers
- complete the Volunteer application form
- apply for Department of Human Services (DHS) working with children check (WWCC)
- complete online Responding to Abuse and Neglect Education and Care (RAN-EC) training
- complete Department for Education online induction
- attend onsite induction training
- read and sign the volunteer agreement

## **School Responsibility:**

- to welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
- know about Department for Education screening and suitability requirements
- are aware of work health and safety guidelines
- are supervised
- provide an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment

## **Volunteers' Responsibilities:**

- only do the work in the volunteer role description
- do the volunteer role to the best of their ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:

- following the Responding to Abuse and Neglect – Education and Care requirements
- immediately reporting to a site leader any concerns I have about a child or young person
- reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if they are unable to attend sessions at school
- follow Department for Education and SA Government policies and procedures relevant to their role
- comply with the Guideline of the Commissioner for Public Sector Employment – Volunteers
- report any workplace health and safety concerns
- advise the site leader as soon as possible if any information is no longer accurate on the Relevant History Screening application and volunteer application form
- comply with the expected behaviours for volunteers

The volunteer's most important responsibility relates to their duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are: very young, have an intellectual or physical disability, newly arrived in Australia with English as a Second Language.

***For volunteers, respecting the rights of children means they must not:***

- work unsupervised with students
- be involved in toileting students or assisting with change rooms / sickrooms
- have unsupervised contact with students during break times
- encourage affection from or dependency in students e.g. by giving presents
- have intentional physical contact with students (the supervising teacher will provide comfort / first aid to a distressed student)
- display bullying or intimidating behaviours towards students

***Volunteers must:***

- refer all student concerns or behaviour issues to the supervising teacher
- refer all requests to access school files to the supervising teacher
- sign in/out on the electronic visitors' kiosk in the Front Office on arrival and departure
- wear the provided Visitor lanyard at all times
- notify the school as early as possible if they are unable to fulfil their volunteer commitment.

***Cancellation of Agreement***

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate.

**A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:**

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the school
- does not have a current DHS WWCC and RAN-EC certificate.