



# Wilmington Primary School

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Government  
of South Australia

Department for Education

## VOLUNTEER POLICY

### Philosophy

Voluntary workers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

### Volunteer Selection Procedures

Volunteers are assessed for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered.

Volunteers, including working with Governing Council or on the OSHC Committee, will be required to:

- agree to a DCSI Child Related Employment Screening (as ascertained on the attached information.)
- attend a RAN-EC (Responding to abuse & neglect in an Education & Care setting) training
- attend an orientation meeting
- sign a volunteer agreement form before commencing work as a volunteer in the school.

Volunteers working in class with their child will be required to attend a RAN-EC for volunteers training.

The school's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

### Sequence of Steps for Volunteers

1. Make contact with the school to ascertain school needs re volunteers
2. Provide documentation for the DCSI Child Related Employment Screening (as required) and the RAN-EC (Induction for Volunteers)
3. Attend the Orientation meeting
4. Sign agreement form

## **The School's Responsibilities To Volunteers**

- A school contact person will monitor and support the volunteer.
- Volunteers will be provided with induction that includes:
  - Work Health Safety procedures
  - Duty of Care responsibilities to students
  - Confidentiality requirements
  - Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers or a leadership team member will be available to discuss volunteers' concerns as they arise.
- The school will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

## **Volunteers' Responsibilities**

- The volunteer's most important responsibility relates to his/her 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, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- Volunteers are required to cooperate with DECD policies and procedures, including reporting any workplace Health and Safety concerns.
- 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 eg 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 nominated school contact person.
- Sign the office visitor's book for volunteers on arrival and departure.
- Wear the provided name badge 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.

## Volunteer Declaration

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, you can talk to a site leader about it. Please circle

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)? YES NO

Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children? YES NO

Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee? YES NO

Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone? YES NO

Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction? YES NO

You understand that if the information in this application or declaration changes, it is your responsibility to advise the DECD site leader as soon as possible.

Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.

I confirm and declare that to the best of my knowledge I have truthfully answered all questions.

I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_ (day/month/year)

## Contact Details

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Emergency Contact:

Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_

Phone: \_\_\_\_\_

## SCHOOL VOLUNTEER AGREEMENT

As a volunteer at Wilmington Primary School I agree to:

Work as a volunteer in the area/s of .....

Discuss any concerns in relation to school matters with the appropriate staff member or a member of the Leadership of the school.

Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.

Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

- I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, Work Health Safety procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
- I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

Work as a volunteer for a minimum of 6 months on a regular basis. If I am unable to commit my time, I will notify the front office as soon as possible.

### Work Health Safety

The school needs to be safe for all students, staff and visitors.

	Yes	No
1. I have been made aware of the evacuation / invacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>
2. I have been informed of procedures for notification of accidents and health and safety hazards and/or near misses in my work area/s	<input type="checkbox"/>	<input type="checkbox"/>
3. I have been informed of first aid arrangements for staff and children	<input type="checkbox"/>	<input type="checkbox"/>
4. I know the location of areas relevant to my work at this site	<input type="checkbox"/>	<input type="checkbox"/>
5. I know the name and location of my supervisor at the worksite	<input type="checkbox"/>	<input type="checkbox"/>

### VOLUNTEER

Signed: ..... Name: .....

Date: .....

### SCHOOL PRINCIPAL (OR DELEGATE)

Signed: ..... Name: .....

Date: ..... Title: .....

**CATEGORIES OF VOLUNTEERS and DCSI Child Related Employment Screening & RAN-EC**  
**Volunteer training required:**

	Volunteer for	You require
Parent or Guardian of a child in a public school, preschool or early childhood service	An activity or service where your own child is involved	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	An activity or service where your own is NOT involved	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending an excursion	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending at an overnight camp, school sleepover, billeting or homestay	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Attending your child's concert, sport's day, fundraiser, excursion or school celebration etc	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	In connection with a school-based sporting program and you do <b>not</b> have a child in the program	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	In connection with a school-based sporting program and you do have a child in the program	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Transporting students in the company of their own child	No screening required however you must attend a RAN-EC Volunteer training
Parent or Guardian of a child in a public school, preschool or early childhood service	Transporting students <b>NOT</b> in the company of their own child	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Family Member (eg Aunt, Uncle, Grandparent)	Volunteer on a <b>regular</b> basis	DCSI child related employment screening plus attend a RAN-EC Volunteer training
Family Member (eg Aunt, Uncle, Grandparent)	Attend a single event or activity	No screening required however you must attend a RAN-EC Volunteer training
Community Member (not a parent or guardian)	In any role	DCSI child related employment screening plus attend a RAN-EC Volunteer training

Both certificates are to be shown to the Principal of the site and a copy is held by the site

There may be volunteers that provide services other than those identified in the above lists.

All prospective volunteers **MUST** see the Volunteer Manager prior to beginning at the school.

**PLEASE NOTE THAT THE DCSI CHILD RELATED EMPLOYMENT SCREENING IS THE ONLY ACCEPTED SCREENING**

**VOLUNTEER SELECTION PROCESS**

People wishing to volunteer will, in the first instance, need to complete the "Volunteer Expression of Interest Form". It may not always be possible for the school to provide volunteer opportunities that match the skills, knowledge and interests that potential volunteers offer. The Principal will determine whether suitable work is available for volunteers, based on the "Expression of Interest" form and the needs of the school.

Where opportunities for volunteering exist, volunteers will be required to complete:

- DCSI Child Related Employment Screening
- RAN-EC (Induction for Volunteers)
- Sign an Agreement

**BEFORE** they commence volunteer work.

Induction for Volunteers of offered twice each year, in Term 1 and Term 3. Volunteers must complete induction training prior to undertaking a formal volunteer role.

The Principal's decision is final in determining whether opportunities for volunteers exist.

#### DCSI CHILD RELATED EMPLOYMENT SCREENING

For Parent/Caregivers Volunteers the school will pay for the screening. Please see the Front Office to find out the process needed to get a screening clearance.

For other people requiring screening, the school will advise the volunteer the best way to manage that process

Approved Governing Council      20/08/2018

Review Date:            2020