



VOLUNTEER POLICY

Philosophy

We believe that voluntary workers can 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 will be accepted for their suitability to work at the school by school staff in relation to the skills and contributions being offered.

Volunteers will be required to complete the induction training and sign both an agreement and confidential declaration form before they commence volunteer work.

The School's decision is final in determining who is suitable to work as a volunteer.

Sequence of Steps for Volunteers

1. Make informal contact with the school to ascertain school needs re volunteers.
2. Submit relevant history screening forms to DCSI.
3. Attend induction training.
4. Sign an agreement form.

The School's Responsibilities to Volunteers

- A staff member is allocated to a volunteer in each of the areas he/she works.
- Records will be kept of a volunteer's training and work details.
- Volunteers will be provided with full induction training that will include:
 - Responding to Abuse and Neglect
 - Work, Health, Safety procedures
 - Duty of Care responsibilities to students
 - Confidentiality requirements
 - Training specific to the area of volunteer work may be involved.
- Staff will be available to discuss volunteers' concerns as they arise
- Duty of care remains with teachers at all times

Volunteers' Responsibilities

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

- work unsupervised with students including being 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 a staff member
- sign in for volunteers on arrival and departure with the class teacher or the front office dependent on where working
- wear the volunteer badge provided at all times

If on an excursion the volunteer needs to sign in at the front office and be given a badge.

Cancellation of Agreement

When concerns arise about volunteers, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the school'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 by the school

Governing Council Endorsed: 2018
To Be Reviewed: 2020



Government of South Australia
Department for Education



VOLUNTEER AGREEMENT

As a volunteer at FAIRVIEW PARK PRIMARY / PRESCHOOL 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 team 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 staff.
- 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, occupational health safety & welfare 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.

I understand that any areas deemed by the school to be of misconduct towards a member of the school community, then formal reports may be made against me. If I find that there is any conflict of interest I will raise it with staff.

VOLUNTEER

Signed

Name

Date

SCHOOL PRINCIPAL (OR DELEGATE)

Signed

Name

Date

Title