

VOLUNTEER POLICY

Underlying Principles

- ❖ Our parent community and other school volunteers have a wide range of experiences, skills and knowledge.
- ❖ We believe that by sharing these talents and their commitment can make a significant difference to the learning outcomes of students, our school community and its environment.

Levels of Volunteer Work

1. Volunteers who work supporting general classroom programs.
2. Volunteers who work on a wider school basis.

Volunteer Selection / Approval Process

- ❖ All volunteers need to have a Police Check
- ❖ All volunteers will be assessed for their suitability to work at the school. This assessment will be made in the first instance after verification of the person's good character and after that to their skills and contributions being offered.

Level 1

1. Submit an Informed Consent Form DCSI Screening Unit Child-related Employment Screening Form already completed or with 100 points of Identification check documents
2. Teachers will submit names of intending volunteers and the work they are to be doing, to the Principal.
3. A meeting between the teacher and the Principal will ascertain the level of personal knowledge and confidence in the intending volunteer.
4. A Confidential Volunteer form will then be signed. (see Appendix 1)
5. If at this meeting it is felt further screening is required then volunteers will be asked to provide details of qualifications, experiences and other relevant information to the program.
6. Volunteers will be asked to provide the names of 2 referees who may be called upon verify information and to attest to the intending volunteer's character

Level 2

1. Submit an Informed Consent Form DCSI Screening Unit Child-related Employment Screening Form already completed or with 100 points of Identification check documents
2. The intending volunteer applies to the school providing background information and referee details.
3. A Confidential Volunteer Declaration Form is completed and signed. (see Appendix 2)
4. If at this meeting it is felt further screening is required then volunteers will be asked to provide details of qualifications, experiences and other relevant information to the program.
5. Volunteers will be asked to provide the names of 2 referees who may be called upon verify information and to attest to the intending volunteer's character.
6. With the volunteer's knowledge the Principal conducts referee checks seeking validation of the information given and if necessary to ask further questions.
7. If additional information is deemed necessary then the applicant must be informed in advance of the sourcing of this additional information.
8. If a police check is deemed necessary then the Principal will first contact the Manager of DECS Special Investigations Ph 82261567.

Prior to beginning work all volunteers will.

1. Submit an Informed Consent Form DCSI Screening Unit Child-related Employment Screening Form already completed or with 100 points of Identification check documents.
2. Undergo a selection process as outlined in this policy.

3. Attend school based Induction Training.
4. Complete and sign the Volunteers Agreement Form and if required the Confidential Volunteer Declaration Form.

School's Responsibilities

A staff member will be allocated to each volunteer in each of the areas or programs he/she works.

Volunteers will be provided with induction training that will include

- ❖ Occupational Health and Safety
- ❖ Duty of care responsibilities of students
- ❖ Confidentiality requirements
- ❖ Training specific to the area of work to be undertaken.
- ❖ Supervising staff members will be available to discuss any volunteers' concerns as they arise.

Volunteer Responsibilities

The volunteer most important responsibility relates to his or her duty of care to children.

Students can be a vulnerable group generally because of their lack of experience or age. This vulnerability increases if they are very young particularly if they have an intellectual disability or varying cultural experiences.

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

- work in isolation with students
- be involved in toileting students or assisting students in change-rooms or sickrooms.
- have unsupervised contacts 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 intimidating behaviours towards students.

Volunteers must

- ◆ Refer all student concerns or behaviour issues to the supervising teacher.
- ◆ Wear the provided name badge at all times.
- ◆ Follow directions given by supervising teacher or a member of the school leadership team.
- ◆ Not smoke on school grounds – Robe Primary School is a smoke free environment.
- ◆ Dress appropriately and not be affected by any drug or alcohol.

Cancellation of Agreement

When concerns arise about a volunteer's opportunities to remedy a problem or improve an area of concern will be offered whenever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- has no more work available.
- fails to follow requirements outlined in this policy and elaborated through the Induction Training.
- behaves towards students, parents or staff in a manner deemed inappropriate or improper

Robe Primary School

VOLUNTEER LEVEL 1 AGREEMENT

As a volunteer I agree to :

1. Work as a volunteer in the area(s) of
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2. Submit a Police Clearance Check
3. Discuss any concerns in relation to school matters with the appropriate staff member the Principal.
4. Keep all school 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..
5. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

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

VOLUNTEER

Name..... Signed

Date

REFEREES

1. _____ 2. _____
Name _____ Name _____

Contact Ph Nos _____

CONFIDENTIAL VOLUNTEER LEVEL 2 DECLARATION

Name

Address

.....

Telephone(home)(mobile)(business)

<p>1. I am aware of the special responsibilities associated with working with students. I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude me working with / near students.</p>	<input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
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or

<p>2. I am aware of the special responsibilities associated with working with students. I declare that there are no circumstances or reasons that might preclude me working with / near students but I do have a criminal record. The nature of this is outlined in the attached confidential envelope. This record has been signed and dated by me.</p>	<input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/>
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❖ I certify the accuracy of the above information. I consent to a police clearance check

Name Signed Date

REFEREES

1. Name _____ 2. Name _____

Contact Phone Nos Home _____ Home _____

Mobile _____ Mobile _____