

WILLIAMSTOWN



PRIMARY SCHOOL

Work - Play - Success

SCHOOL VOLUNTEER POLICY

Our Philosophy

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

Volunteering Procedures

A member of the Leadership Team will assess and induct volunteers at our school. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character. Volunteers will be required to attend *Responding to Abuse and Neglect for Volunteers* and general information training at the school and fill in a Volunteer checklist and provide a current Police Clearance before they commence volunteer work.

Volunteers offering to assist in programs where students are involved **may** be asked to provide:

- Details of qualifications, experience and/or other information relevant to the program.
- The names and contact numbers of referees (who may be called upon to verify information provided and attest to the character of the volunteer).

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

Required steps for volunteers:

1. Make informal contact with the school to ascertain school needs re volunteers.
2. Apply to the school providing background information and referee details if needed.
3. Have discussion with teacher or leadership regarding role.
4. Attend induction training and Mandatory Reporting for Volunteers.
5. Obtain Police Clearance.
6. Sign induction checklist/agreement form.
7. Sign in and out and state purpose of visit for each school session involved.

Our School's Responsibilities to Volunteers:

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate 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 Training
 - Workplace Health and Safety procedures
 - Duty of Care responsibilities to students
 - Confidentiality and Code of Conduct requirements
 - Any other 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.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by ensuring that they do not leave a volunteer to work unsupervised at any time with students.

Volunteers' Responsibilities

- A volunteer's most important responsibility relates to 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 must not:
 - work unsupervised with students
 - be involved in toileting students or assisting with change-rooms/sick-rooms
 - 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 supervising teacher.
- Refer all requests to access school files to the supervising teacher.
- Sign the time book for volunteers on arrival and departure.
- Wear the provided name badge at all times (if a regular volunteer).
- 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, the 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

1. has no more suitable work available or
2. fails to follow requirements outlined in the volunteer policy and elaborated through the induction training or
3. behaves towards students, parents or staff in a manner deemed inappropriate or improper.