



GREENOCK PRIMARY SCHOOL

POST OFFICE, GREENOCK, 5360. PH: 8562 8011 FAX: 8562 8097

Volunteer Policy and Procedure

Staff at Greenock Primary School acknowledge and recognise the significant contribution volunteer workers can make to the school environment, sharing their time, skills, experience and expertise with the school community. Volunteers have a wide range of interests and abilities which complement school programs, provide a wider range of interactions and experiences, and enhance the learning experiences of students at the school.

All volunteers need supervision appropriate for the work they are performing. For volunteers working with students, the volunteer must be directly supervised at all times. This means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or is to assist in toileting, medicating or supervising students who are ill. When volunteers are transporting students the students should travel in groups. Individual students should not travel in a vehicle with a volunteer.

Greenock Primary School staff will manage the Volunteer Program by -

- providing an appropriate induction program
- providing the volunteer with clearly defined roles and responsibilities
- allocating a staff member in the area to supervise the work of the volunteer
- providing appropriate supervision
- providing appropriate training including –
 - Responding to Abuse and Neglect Training for Volunteers
 - Workplace Health and Safety procedures
 - Duty of Care responsibilities to students
 - Confidentiality requirements
 - Specific training for the area of work

The school's leadership personnel will encourage volunteers to support students using their skills by taking into consideration the volunteer's interests, time commitments and health status.

A leadership member will be available if volunteers wish to discuss any concerns they may have about any aspect of their work within the school, or any situation that may arise during the course of their contact with students or staff.

Volunteer Procedure

To protect our students and volunteers, volunteers who submit an expression of interest in working at this site will be selected, inducted, supervised and consulted using the following steps. Throughout this process, all legislative (Commonwealth and State) requirements will be followed and all departmental and site-specific policies and procedures will be adhered to.

Volunteers who are accepted at the school will be required to attend an interview, complete the induction process, sign a Volunteer's Agreement, including its confidentiality clause.

Selection

Volunteers who contact the school to offer their time as a volunteer will need to –

- establish the needs of the school
- provide evidence of their skills, knowledge and experience and any other information which is relevant to the needs of the school
- complete the Confidential Volunteer Declaration Form
- Have a current DCSI criminal History Screening. (Depending on the nature of the volunteering involvement the school may fund this screening. This must be negotiated with the principal.)

Areas where volunteers may work include –

- classroom
- sports during school hours and after school hours
- supporting administration
- grounds
- canteen
- library
- Science/Art
- other areas of the school.

Greenock Primary School will consider the following criteria when considering applications from volunteers –

- matching the volunteer's skills and interests to the needs of the school
- establishing the volunteer's flexibility in their time in relation to the needs of the school
- establishing the volunteer's willingness to provide evidence of a current DCSI clearance or to undertake a DCSI clearance if necessary
- establishing any training needs for the volunteer to confidently undertake the program

When volunteers are accepted at the school the following steps are to be undertaken.

Volunteers must-

- attend and complete an induction process which will include RAN training.
- understand the school's grievance procedure
- understand they have an obligation by law to report any suspicions that a child (under 18 years of age) is being/has been abused or neglected
- understand about Mandatory Notification, OHS&W procedures, general Duty of Care responsibilities and confidentiality requirements
- attend and complete any specific training which will assist the volunteer in their support of the school
- complete the School's Volunteer Agreement Form.

The school's leadership personnel must–

- undertake the school's induction process
- inform volunteers of their legislative requirements
- inform volunteers of all site-specific policies and procedures including grievance, work, Health and Safety procedures which includes signing in and out, Duty of Care in relation to the students they work with, appropriate role modelling and confidentiality requirements
- ensure clearly defined roles and communication pathways are established with the volunteer
- provide appropriate training in any skills required
- provide access to training in the area of Mandatory Notification

The school's leadership personnel will ensure that volunteers who do work within the site are not put at risk and should consider the following including–

- providing consultative mechanisms for the volunteer to report to the relevant teacher or leadership personnel any concerns they may have
- ensuring teachers meet their Duty of Care by supervising students working with a volunteer unless the volunteer is working in an area designated as 'in open sight' eg. Canteen, staffroom, library
- advising volunteers of arrangements for recess and lunchtime breaks

Volunteers must respect the students they work with and support staff by –

- providing a general duty of care to the students
- referring all student concerns to the teacher
- providing feedback to appropriate staff as required or when requested
- on arrival and before departure, signing the Visitor's Book located at the Front Desk
- wearing the identification badge given to them whilst they are on-site
- notifying the school if they are unable to fulfil their commitment
- maintaining confidentiality at all times

Volunteers must not -

- work with students unsupervised unless in areas of open sight eg Canteen, staffroom, library
- assist with toileting or helping students in change rooms/sickrooms
- offer affection or gifts to students (unless previously arranged with the supervising teacher or leadership personnel)
- intentionally have physical contact with students
- display bullying or intimidating language or behaviour towards students
- have unsupervised contact with students during breaks

The school's leadership personnel have the ability to terminate a Volunteer's Agreement if –

- there is no suitable work available at the school
- the volunteer fails to follow any of the above requirements
- the volunteer behaves inappropriately towards any student, staff member or parent
- the volunteer repeatedly fails to meet their commitments without notifying the school



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School Volunteer Agreement

I agree that, as a volunteer at Greenock Primary School I will -
(insert name)

- 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 personnel.
- Keep all school related matters confidential and under no circumstances approach parents, community members or the media in relation to issues arising at this school.
I understand this is the responsibility of the school staff.
- I will adhere to the terms and conditions detailed in the school's Volunteer Policy and Procedure.

As a volunteer

- I have participated in the school's induction program and I understand my responsibilities regarding mandatory reporting, workplace health and safety procedures, duty of care to students and confidentiality.
- I have also received information or training specific to my area of volunteer work
- I will report to the Front Office and sign the Visitor's Book when I arrive
- I will wear the identification badge given to me whilst I am on site
- I will report to the Front Office and sign the Visitor's Book before leaving the site
- I will report to the Principal or their delegate any injury sustained whilst on site
- I will report to the Principal or their delegate anything I assess may expose the school community to risk whilst on site
- I understand that if I breach any of the above requirements my services as a volunteer may be terminated.

Volunteer:

Name:

Signed:

Date:

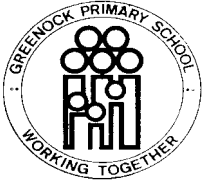
School Principal/Delegate:

Name:.....

Title:

Signed:

Date:



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Information for Volunteers

The following information is a summary of the Induction Session you will be participating / have participated in before commencing volunteer work at this site.

Greenock Primary School acknowledges that volunteers are an integral part of our school. Your participation in the work of the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following induction information is provided to assist you, and strengthen our relationship with you, and to ensure we exercise our responsibility for the safety of our students.

School Map

A map of the school has been included to enable volunteers to become familiar with the buildings/ facilities and assembly areas in the case of an emergency.

Names of the Leadership Personnel at this School

The leadership personnel at this school include –

School:

Principal: Viv Wright

Office:

Richard Holt (Monday) Liz Kennedy (Tuesday) Mari Thiele (Wednesday, Thursday, Friday)

Your Supervising Teacher

The teacher you will be working with is –

School Times

The bell will ring at the following times –

Commencement Time:	8.50 am	
Beginning of Recess:	10.40 am	End of Recess: 11.00 am
Lunch with class:	12.40pm	Lunch playtime: 12.50 pm
End of Lunch:	1.30 pm	
Dismissal Time:	3.10 pm	

Playgroup is on Tuesday mornings.

Emergency Procedures

A copy of the emergency policy and procedure is included in this induction package. You are asked to familiarise yourself with its contents and ensure that you follow any instructions given to you during an emergency.

Names of Senior First Aid Officer, Fire Warden, H&S Representative, Grievance Officer

Senior First Aid Officer: Richard Holt All staff are trained in Basic Casualty Care

Fire Warden: Bob Ellis Viv Wright

H&S Representative: Liz Kennedy

Grievance Officer: Viv Wright

School Specific Policies and Procedures

The school has a range of site-specific, organisational and curriculum policies and procedures.

If you wish to access, or obtain a copy of any of these, please contact the Administration staff who will assist you.

List of duties

The following tasks have been assigned to you. Should you require any further clarification/training please contact your supervising teacher or member of the leadership personnel.

Where to go for assistance

If you require any assistance or support do not hesitate to talk to your supervising teacher or a member of the leadership personnel.

Training to be undertaken as volunteer

Required training such as Responding to Abuse and Neglect Training (RAN) should be completed either before commencing as a volunteer or as soon as possible after commencing to ensure that you are comfortable with this legislative obligation.

Further task specific training, which will enable you to gain the necessary skills required to provide appropriate support to the students you work with, should be discussed with either the supervising teacher or the Principal .

Record Keeping

In accordance with this site's emergency evacuation policy and procedure, volunteers and visitors are required to proceed to the Front Office on arrival where they are to sign in and collect a visitor's badge. This must be displayed on their outermost garment whilst they are on-site. Before leaving the school volunteers/visitors must sign out and remove/return their badge

Student Behaviour

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate and notify a teacher or the Principal.

Privacy and Confidentiality

Schools must comply with the Information Privacy Principles regarding the use and release of information. **Any personal information about students, staff and volunteers that a volunteer may come across during the course of their work in the site MUST NOT be disclosed unless it is required by law, eg mandatory notification.**

Volunteers must direct their requests to access any personal information to the supervising teacher or member of the leadership personnel.

Please refrain from making comments about the school's programmes, methodology or students behaviour management methods. Please do not speak to the media about the school. Please refer all such requests to the Principal.

Conversations with students

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

Being alone with students

You should be within sight of a member of staff when working alone with an individual student, or in an area designated as in open sight. 'In open sight' areas are the classrooms, canteen, staffroom, library and junior and upper primary corridors. If you are working in a room alone with a student, do not shut or lock a door. You will be not required to supervise a class in the absence of a teacher.

Toilets

Volunteers must use the staff toilets and not enter those toilets allocated for student use. You will not be required to assist with the toileting of students, nor with sickroom activities.

First Aid

If a student is injured or becomes ill, please advise the supervising teacher or staff in the Front Office as soon as possible. The school's first aid officer or other staff member will provide first aid/comfort, and contact the student's parents if necessary.

Touching students

Volunteers are requested to refrain from unnecessarily touching students unless there is a genuine emergency.

Mandatory Notification

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify Children and Youth Services (CYFS) if you suspect that a child under the age of 18 years is being/has been abused or neglected. Volunteers may ring the Child Abuse Report Line on 13 1478 to report any suspicions. Failure to notify suspected child abuse or neglect is an offence and carries a maximum fine of \$2,500.

If you observe someone who works with children acting in an inappropriate manner, contact CYFS. Do not approach or question those involved as this may compromise the investigation. The law does not require you to prove your suspicions, but it does require you to report your suspicions. Volunteers may consult with the Principal if they feel the need, but are not required to do so before making the report.

The following definitions will assist volunteers when making decisions on whether to contact CYFS or not.

Physical Abuse – is any physical injury inflicted upon a child

Sexual Abuse – is any sexual behaviour imposed on a child

Emotional Abuse – is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development

Neglect – refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development

Harassment and Bullying

Under the Equal Opportunity Act, 1984, it is unlawful for a volunteer to subject a student, member of staff or another volunteer to certain kinds of discrimination based on sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment or age.

The Principal will investigate any reports of discrimination, harassment or bullying. The site also has an elected Health and Safety Representative who will maintain confidentiality, listen sympathetically and explain the grievance procedure.

Workplace Health and Safety

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety and avoid the possibility of an accident or injury whilst working in the school. Special care is needed when lifting heavy objects. Do not place yourself or any student at risk by undertaking an activity which may be deemed unsafe. Emergency procedures have been included in this induction to ensure that you are aware of your responsibility if an emergency ever arises. All accidents and injuries must be reported to the administration staff, and an ED155 Accident/Injury Report Form will need to be completed and returned to the Front Office. For further information consult the Workplace Health and Safety Representative or Principal.

DECS Policies and Procedures

The department has a range of policies and procedures which can be accessed on the department's website

Dress

Volunteers are reminded that they act as role models whilst undertaking their duties in the school, therefore appropriate clothing is to be worn at all times. Covered in shoes must be worn particularly if undertaking physical activity.

Drugs and Alcohol

Under Section 21 of the OHS&W Act (1986) employees are responsible for ensuring the health and safety of themselves and others, this also applies to volunteers who attend this site. If a volunteer tries to undertake duties whilst under the influence of either drugs or alcohol, they will be asked to leave immediately.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness whilst carrying out volunteer duties. DECD manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Further information is available from the Principal.

Sickness

Volunteers are not required, or expected, to undertake their volunteer duties if they are unwell, however, to assist the school in providing appropriate support to their students, volunteers are asked to ring the school informing them of their inability to attend.

Smoking

The South Australian Government has a policy of no smoking on school grounds at all times.

Training

The school will support volunteers who require training. RAN training is a mandated requirement and other training may be undertaken to develop and establish the specific skills required by a volunteer to undertake their work with students. Volunteers need to discuss training issues with their supervising teacher or the Principal.