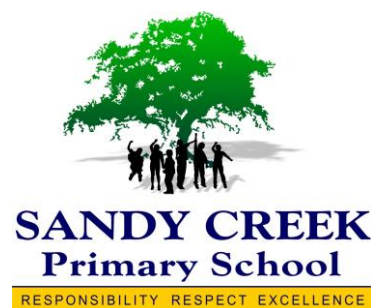


# Sandy Creek Primary School

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## SANDY CREEK PRIMARY SCHOOL VOLUNTEER POLICY

### GUIDELINES AND PROCEDURES

#### PHILOSOPHY

At Sandy Creek Primary School 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.

#### SUPERVISION OF VOLUNTEERS

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, feeding, medicating or supervising students in the sick room. When volunteers are transporting students the students should travel in groups individual students should not travel in a vehicle with a volunteer.

Where a volunteer does not have direct contact with students the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the Workplace Health and Safety requirements.

#### RESPONSIBILITIES OF VOLUNTEERS

Students are a vulnerable group 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. The safety of children and young people is of paramount concern, and shall not be overridden by any other interests.

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

- Work unsupervised with students
- Be involved in personal care of students
- Have unsupervised contact with students during breaks
- Encourage affection from or dependency in students (eg giving presents)
- Have intentional physical contact with students

- 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 log in folder for volunteers on arrival and departure
- Wear the provided badge at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitments
- Maintain confidentiality at all times

## CATEGORIES OF VOLUNTEERS

There are two categories of volunteers at Sandy Creek Primary School:

<b>GROUP 1</b> <b>DCSI CRIMINAL HISTORY SCREENING</b> <b>REQUIRED</b>	<b>GROUP 2</b> <b>DCSI CRIMINAL HISTORY SCREENING</b> <b>NOT REQUIRED</b>
<ul style="list-style-type: none"> <li>• Members of Governing Council</li> <li>• Camp Supervisors</li> <li>• Parent Drivers (regular)</li> <li>• Excursion Supervision</li> <li>• Regular providers of classroom support</li> <li>• Homestay hosts</li> </ul>	<ul style="list-style-type: none"> <li>• Guest Speakers (one off)</li> <li>• Work Experience students</li> <li>• One time support at school events such as sports day, wheels day, Japanese Exchange</li> <li>• Participation in working bees</li> </ul>

There may be volunteers that provide services other than those identified in the above lists. It is the Principal's responsibility to assess the need for a Criminal History Screening Check based on the DECD Criminal History Screening Policy Guidelines and the likely risks including the regularity and proximity of contact with students.

**PLEASE NOTE THAT THE DCSI CRIMINAL HISTORY SCREENING IS THE ONLY ACCEPTED SCREENING**

### **VOLUNTEER SELECTION PROCEDURES (GROUP ONE)**

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 or delegate 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 induction training, Criminal History Screening and sign an agreement before they commence volunteer work. Induction for volunteers is offered and volunteers must complete induction training prior to undertaking a formal volunteer role. The Principal's decision is final in determining whether opportunities for volunteering exist.

## **COST OF CRIMINAL HISTORY SCREENING**

For Parent/Carer Volunteers in Group One, Sandy Creek Primary School will cover the cost of the screening.

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

## **SCHOOL RESPONSIBILITY TO VOLUNTEERS**

The school will:

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details
- Provide volunteers with induction including:
  - Responding to Abuse and Neglect Training for Volunteers
  - Workplace Health and Safety procedures
  - Confidentiality requirements
  - Training specific to the area of work
- Match volunteers to work specific to their skills, interest, time commitments and health status.
- Make changes to work or time commitments in full consultation with the volunteers.
- Have staff available to discuss volunteer concerns
- Provide a role statement

## **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 agreement can be cancelled at the Principal's discretion and where:

- There is no suitable work available
- The Volunteer fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- The Volunteer behaves towards students, parents or staff in a manner deemed inappropriate or improper
- The Volunteer repeatedly fails to meet commitments without notice to the school

# VOLUNTEER EXPRESSION OF INTEREST

Thank you for considering becoming a volunteer in a Department for Education and Child Development (DECD) school or preschool. Please complete and return this form to the site you would like to volunteer in. A site leader will contact you if suitable work is available.

**Name of school or preschool:** .....

First name:	Last name:	Preferred Name:
Date of Birth:	Home Address:	Postal Address:
Gender:	Home Phone:	Mobile:
Email Address:	Emergency Contact Name:	Emergency Contact Phone:
Do you have any medical conditions the school/preschool should be aware of? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if yes please explain)</i>		
Permission for photo to be taken and used for marketing/promotional materials: <input type="checkbox"/> No <input type="checkbox"/> Yes		
Previous experiences <i>Please list any experiences you can contribute to your role as a volunteer.                  E.g. teacher, sports coach, cooking, gardening, reading, science</i>		
Other interests <i>Please list other areas of interest, hobbies, expertise and experiences.</i>		
Please list the way in which you wish to volunteer and the days you are available.		

Prior to commencement as a volunteer, all applicants will be provided with support to get a DSCI Criminal History Screening completed and be invited to participate in a two hour session called Responding to Child Abuse and Neglect – Education and Care Induction for Volunteers. A site leader will discuss this further if suitable volunteer work is available.

Signed:

Date:

.....

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## VOLUNTEER AGREEMENT

As a volunteer at Sandy Creek Primary School I agree to:

1. Work as a volunteer in the area/s of \_\_\_\_\_
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school
3. 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
4. Abide by the terms and conditions detailed in the volunteer policy

As a volunteer I:

1. I have read the 'Information for Volunteers' brochure
2. I have participated in an induction program and I understand my responsibilities regarding Responding to Abuse and Neglect; Workplace Health and Safety procedures; Duty of Care to students; and Confidentiality. I have also received training specific to my area of volunteer work
3. I understand that if I breach any of the above agreements my services as a volunteer may be terminated

### VOLUNTEER

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# VOLUNTEER INDUCTION CHECKLIST

Volunteer name: \_\_\_\_\_

Name and title of the person conducting the induction with the volunteer:  
\_\_\_\_\_

Start date: \_\_\_\_\_

End date of volunteering (if known):  
\_\_\_\_\_

**School/preschool: Sandy Creek Primary School**

**Expression of Interest Form Completed**

Yes Date: \_\_\_\_\_

Volunteer's name, address, phone number entered on EDSAS. Emergency contact details are recorded.

Yes Date \_\_\_\_\_

*Note: if there is no EDSAS available the site has developed another process to ensure this information is recorded and that access is available to appropriate people.*

**DECD Approved Criminal History screening check** sighted and recorded on EDSAS.

Yes Date \_\_\_\_\_

*Note: if there is no EDSAS available then a copy of the clearance letter has been kept and stored in the volunteer's files.*

Current **drivers licence** sighted (if required)

Yes Date \_\_\_\_\_

**Car registration and Compulsory Third Party – Sighted** (if required)

Yes Date \_\_\_\_\_

**Role description** provided to the volunteer

Yes Date \_\_\_\_\_

**Volunteer Agreement** signed by volunteer and site leader

Yes Date \_\_\_\_\_

**Child protection** responsibilities – *Responding to Abuse and Neglect-Education and Care Induction*

Yes Date \_\_\_\_\_

*Session for Volunteer's (RAN-EC) facilitated and the printed handbook provided to the volunteer.*

Yes Date \_\_\_\_\_

- Volunteer is aware of who to report any concerns of child or student wellbeing to.

Yes Date \_\_\_\_\_

- Volunteer has ready access to the *Protective Practices for staff in their interactions with children and young people guidelines for staff working to volunteering in education and care settings.*

Yes Date \_\_\_\_\_

