

HARASSMENT AND BULLYING

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or a volunteer worker to sexual or racial harassment.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, put-down jokes, attacks on property, exclusion, and physical violence.

The principal or senior staff will investigate any report of sexual or racist harassment or bullying. We also have staff that will maintain confidentiality, listen sympathetically and explain the complaint procedures to you. The Work Health and Safety staff representative or member of the Personnel Advisory Committee. From our school website we have a guide to support you in raising a concern or complaint. For further information:

<http://www.decd.sa.gov.au/hrhealthsafety>

POLICIES AND GUIDELINES

A range of policies and documents concerning the school's operations, eg Protective Practices, can be found in the staffroom and on the department's web site:

<http://www.decd.sa.gov.au>

VOLUNTEER'S RESPONSIBILITIES

Volunteers must;

- Refer all student concerns or behaviour to the supervising teacher.
- Refer all requests to access school files to the supervising teacher.
- Sign the log in book for volunteers on arrival and departure.
- Wear the provided 'volunteer' badge.
- Notify the school as soon as possible if they are unable to fulfil their volunteer commitment.
- Maintain confidentiality at all times.

SCHOOL RESPONSIBILITY TO VOLUNTEERS

The school will;

- Provide a staff member to supervise volunteers at all times.
- Provide induction training including Responding to Abuse & Neglect (RAN-EC), Emergency Procedures and WHS Practices.
- Match volunteers with work that is suitable to their skills and interests.
- Ensure staff are available to listen to volunteer concerns as they arise.
- Ensure that volunteers are not left alone with students.

While we greatly value the support of all volunteers, the school may, at times, choose to refuse the ongoing assistance of some volunteers. Some reasons for this may include;

- Breach of confidentiality
- Inappropriate or improper behaviour towards students, parents of staff.
- Lack of suitable tasks.

VOLUNTEER ROLES AT NORWOOD PS

- Sport coaching
- Learner's Assistance Program (LAP)
- Library assistance (covering books, shelving etc)
- QuickSmart Maths intervention
- Garden maintenance
- Listening to reading
- Assisting with special programs, e.g. cooking, art
- Excursions/camps

***Thank you for taking the time to read this information.
Do not hesitate to speak with the Principal or another member of the senior staff if you have any concerns or require further information.***



Information for Volunteers

***Have you had your DCSI clearance?
Are you RAN-EC trained?***

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 introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and strengthen our partnership with you. Volunteers who have close contact with students, eg sports coaches, LAP mentors, and those who assist in classes, at camps or similar activities, will receive training and extra information where necessary.

RECORD KEEPING

Schools must maintain accurate volunteer management records. Administrative staff need to know who is in the school at any one time, especially in case of emergencies. You are required to 'check in' at the front office or with your supervising teacher, and 'check out' on your departure.

CONFIDENTIALITY AND PRIVACY

Schools must comply with Information Privacy Principles regarding the use and release of information. All volunteers must abide by the Code of Ethics for South Australian Public Sector:

http://files.oper.sa.gov.au/files/codeofethics_2012.pdf

Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comment about the use of individual teaching methodologies or student behaviours management methods.

SUPERVISION

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

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. If the behaviour persists, please seek help from the supervising staff member or senior staff.

Being alone with students

You should be within sight of a member of staff when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

Transport

Where a volunteer assists with transport of students, the site leader will need to sight a current driver's licence, insurance (including compulsory third party bodily injury) and that the vehicle is registered. Also ensure that groups of students rather than individuals travel with a volunteer, and parental consent has been obtained.

Toilets

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

First aid

Please refrain from physical contact of students unless there is a genuine emergency. If a student is injured or ill, please advise the supervising teacher or front office as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

HOW TO BECOME A VOLUNTEER

To become a volunteer at Norwood PS, you will need to;

- Complete a Volunteer Expression of Interest form. If suitable work is available, volunteers will be contacted by a member of staff.
- Undergo a DCSI check (Criminal History Screening)
- Undertake an induction(this will include Responding to Abuse & Neglect training).
- Sign a 'Volunteer Code of Conduct Agreement'.

The induction sessions are held each term. Volunteers must participate in the induction training prior to commencing formal volunteer work.

INSURANCE

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

WORK HEALTH & SAFETY (WHS)

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 while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the school, to the office staff as soon as possible.

Management of Hazards

A hazard is anything that has the potential to harm people, property or the environment. There are many different types of hazards in school environments that need to be effectively controlled to prevent injury. If you become aware of a hazard immediately notify a member of senior staff. Further information is available on Work Health and Safety at the following web site:

<http://www.decd.sa.gov.au/hrhealthsafety/pages/ohsms/ohsmshome>