



# Norwood Primary School

## VOLUNTEER POLICY

### GUIDELINES AND PROCEDURES

#### PHILOSOPHY

At Norwood 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 when volunteering during school hours. 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 Norwood Primary School:

| GROUP ONE<br>DCSI CRIMINAL HISTORY SCREENING<br>REQUIRED  | GROUP TWO<br>DCSI CRIMINAL HISTORY SCREENING<br>NOT REQUIRED   |
|---|--|
| <ul style="list-style-type: none"><li>• Members of Governing Council</li><li>• Camp supervision</li><li>• Library volunteers</li><li>• Excursion supervision</li><li>• Regularly providing classroom support (listening to reading or other daily class chores)</li></ul> | <ul style="list-style-type: none"><li>• Guest Speakers (one off)</li><li>• Work experience students</li><li>• One time support at whole school events such as sports day, walkathon, swimming carnival</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 at least once each term. 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, Norwood 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 volunteer
- 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:   |  | Preferred name:           |  |
| Last name:  |  |                           |  |
| Home address:   |  | Date of birth:            |  |
|   |  | Gender:                   |  |
| Postal address:<br><i>Same as above</i>   |  | Home phone:               |  |
|   |  | Mobile:                   |  |
| Email address:  |  |                           |  |
| Emergency contact name:   |  | Emergency contacts phone: |  |
| Please specify preferred method of contact:<br><i>Email, text, phone</i>  |  |                           |  |
| Do you have any medical conditions the school/preschool should be aware of?      No      Yes ( <i>if yes please explain</i> ) |  |                           |  |
|   |  |                           |  |
| Permission for photo to be taken and used for marketing/promotional materials:      No      Yes                               |  |                           |  |

|  |  |               |  |
|--|--|---------------|--|
| <b>Current position and/or study details (if applicable) or name of Community Group involvement:</b> |  |               |  |
| Name of organisation:  |  |               |  |
| Position held:   |  | Phone number: |  |
| Address:   |  |               |  |

|   |  |
|---|--|
| Cultural Background:  |  |
| Languages other than English:   |  |
| Previous experiences<br><i>Please list any experiences you can contribute to your role as a volunteer.<br/>E.g. teacher, sports coach, cooking, gardening, reading, science</i> |  |
| Other interests<br><i>Please list other areas of interest, hobbies, expertise and experiences.</i>  |  |

| Please indicate the days you can volunteer | AM | PM | Notes |
|--|----|----|-------|
| Monday                                     |    |    |       |
| Tuesday                                    |    |    |       |
| Wednesday                                  |    |    |       |
| Thursday                                   |    |    |       |
| Friday                                     |    |    |       |
| Other availability                         |    |    |       |

**Please select the area(s) you would like to volunteer in**

|  |                                  |                                    |                        |
|--|----------------------------------|------------------------------------|------------------------|
| LAP <input type="checkbox"/>               | Library <input type="checkbox"/> | The Arts <input type="checkbox"/>  | Other (Please Specify) |
| Yard Support <input type="checkbox"/>      | Sports <input type="checkbox"/>  | Gardening <input type="checkbox"/> |                        |
| Classroom support <input type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/>           |                        |

**Referees:**

Some volunteer positions will require referee checks. Please provide contact details of two people (other than immediate family members) who could provide a personal/character reference for you. These referees should have known you for more than 2 years. (please note only one referee can be a personal friend)

| Referee 1 |  |         | Relationship to you (please tick)                                    |
|-----------|--|---------|--|
| Full Name |  |         | <input type="checkbox"/> friend <input type="checkbox"/> relative    |
| Address:  |  |         | <input type="checkbox"/> neighbour <input type="checkbox"/> employer |
| Phone:    |  | Mobile: | <input type="checkbox"/> other:                                      |

| Referee 2 |  |         | Relationship to you (please tick)                                    |
|-----------|--|---------|--|
| Full Name |  |         | <input type="checkbox"/> friend <input type="checkbox"/> relative    |
| Address:  |  |         | <input type="checkbox"/> neighbour <input type="checkbox"/> employer |
| Phone:    |  | Mobile: | <input type="checkbox"/> other:                                      |

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:



# NORWOOD PRIMARY SCHOOL VOLUNTEER AGREEMENT

As a volunteer at Norwood 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: \_\_\_\_\_

**SCHOOL PRINCIPAL/DELEGATE**

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

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

# VOLUNTEER INDUCTION CHECKLIST

|  |   |
|--|---|
| Volunteer name: _____  | Start date:<br>_____  |
| Name and title of the person conducting the induction with the volunteer:<br>_____   | End date of volunteering (if known):<br>_____   |
| School/preschool: _____  |   |
| <b>Expression of Interest Form Completed</b>   | Yes      Date: _____  |
| Volunteer's name, address, phone number entered on EDSAS. Emergency contact details are recorded.<br><br><i>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.</i>   | Yes      Date<br>_____  |
| <b>DECD Approved Criminal History screening check</b> sighted and recorded on EDSAS.<br><br><i>Note: if there is no EDSAS available then a copy of the clearance letter has been kept and stored in the volunteer's files.</i>   | Yes      Date<br>_____  |
| Current <b>drivers licence</b> sighted (if required)   | Yes      Date<br>_____  |
| <b>Car registration and Compulsory Third Party</b> – Sighted (if required)   | Yes      Date<br>_____  |
| <b>Role description</b> provided to the volunteer  | Yes      Date<br>_____  |
| <b>Volunteer Agreement</b> signed by volunteer and site leader   | Yes      Date<br>_____  |
| <b>Child protection</b> responsibilities – <i>Responding to Abuse and Neglect- Education and Care Induction Session for Volunteer's (RAN-EC)</i> facilitated and the printed handbook provided to the volunteer.<br><br><input type="checkbox"/> Volunteer is aware of who to report any concerns of child or student wellbeing to.<br><br><input type="checkbox"/> Volunteer has ready access to the <i>Protective Practices for staff in their interactions with children and young people guidelines for staff working to volunteering in education and care settings.</i><br><br><input type="checkbox"/> Date of RAN-EC Induction recorded on EDSAS.<br><br><i>Note: if there is no EDSAS available then a copy of the RAN-EC certificate has been kept and stored in the volunteer's files</i> | ↑<br>Yes      Date<br>_____<br><br>Yes      Date      _____<br><br>Yes      Date      _____<br><br>Yes      Date      _____ |

|   |                                 |
|---|---------------------------------|
| <p><b>Duty of Care to students</b><br/> Volunteer has been made aware of specific school/preschool policies and guidelines which affect their work including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Behaviour management and harassment policies</li> <li><input type="checkbox"/> Requirements regarding supervision</li> <li><input type="checkbox"/> Training specific to their area of work</li> <li><input type="checkbox"/> Expectations regarding personal conduct and interaction with children and young people</li> <li><input type="checkbox"/> Procedures in relation to health, hygiene and safe food practices.</li> </ul>  | <p>Yes    Date _____<br/> ↑</p> |
| <p><b>Public Sector Code of Ethics</b><br/> Volunteer has ready access to a copy of <i>the Public Sector Code of Ethics</i> and advised of their obligations.</p>   | <p>Yes    Date _____</p>        |
| <p><b>Work Health and Safety (WH&amp;S)</b><br/> Volunteer is aware of DECD and site WH&amp;S policies and procedures, including information relating to incident, injury, trauma and illness and medical conditions and emergencies and has been introduced to the site WH&amp;S representative.</p>   | <p>Yes    Date _____</p>        |
| <p><b>Confidentiality and privacy</b><br/> Volunteer is aware of their responsibilities in relation to confidentiality, privacy and cultural sensitivity (both on the site and within the community).</p>   | <p>Yes    Date _____</p>        |
| <p><b>Reimbursement of out of pocket expenses</b><br/> Volunteer is aware of the types of out of pocket expenses that will be reimbursed and the procedure for requesting reimbursement of out-of-pocket expenses.</p>  | <p>Yes    Date _____</p>        |
| <p><b>Use of Government equipment and services</b><br/> Volunteer is aware of their responsibilities in relation to using Government equipment and services (including the use of email, the internet and information technology security).</p>   | <p>Yes    Date _____</p>        |
| <p><b>Training, Supervision and Support</b><br/> Volunteer is aware that training requirements and/or opportunities will be available to them as required and of supervision arrangements and support available to them.</p>  | <p>Yes    Date _____</p>        |
| <p><b>Complaint management</b><br/> Volunteer is aware of the DECD and site complaint management policies and procedures.</p>   | <p>Yes    Date _____</p>        |
| <p><b>Volunteer work environment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency procedures</li> <li><input type="checkbox"/> First aid</li> <li><input type="checkbox"/> Parking and transport</li> <li><input type="checkbox"/> Tour of the site and a site map</li> <li><input type="checkbox"/> Use of mobile phones</li> <li><input type="checkbox"/> Facilities for making coffee/tea/snacks etc;</li> <li><input type="checkbox"/> DECD staff – introduction to key people (colleagues, supervisors/support people and leadership team). Including an explanation of positions held, including the responsibilities of staff (both paid and volunteer) and how roles complement each other.</li> </ul> | <p>↑ Yes    Date _____</p>      |