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Volunteer Policy & Procedures

‘It takes a whole village to educate a child’

Rationale:

- Volunteers are an integral part of our school
- Volunteers are appreciated and valued
- Our highest priority is the needs and learning of our students therefore volunteering opportunities are designed/created to support this.
- We know that volunteers value add to our students’ learning journey
- The education of our students is a partnership and the school encourages the active, positive involvement of parent/caregiver/community members.

How can you assist at school?

There are many opportunities to participate in our school community:

- join the Governing Council
- support the library
- be part of our Reading for Improvement program
- talk to class teachers about classroom support or supervision on camps, excursions, special days
- participate in working bees or assist the grounds committee
- offer an extra pair of hands during whole school events
- offer transport support or coaching skills for SAPSASA sports
- turn a few sausages over at a barbeque fundraiser
- help with the garden planting and cooking classes .. to name just a few !

What do you need to know?

Record keeping: All volunteers need to sign in (collect badge) and sign out (return badge) at the front office. WH&S guidelines require the school to know who is on site at all times.

Student Behaviour: We expect our students to treat all people with respect and courtesy at all times. If as a volunteer you feel a student's behaviour is inappropriate – explain this to them. If the inappropriate behaviour continues inform the supervising teacher.

Privacy & Confidentiality: Schools must comply with Information Privacy Principles regarding the release and use of personal information. Any personal information a volunteer becomes aware of must not be shared beyond school personnel – *unless required by law*.

Personal electronic devices: (mobile phones, Ipads etc..) Volunteers are requested to have mobile phones turned off or switched to silent during involvement in student activities. Personal devices are not to be used to record (photograph/video) student activities – unless this is cleared with school leadership or the supervising teacher.

Student Interaction: All volunteers are expected to act as an appropriate role model to our students – volunteers need to be aware of language use, choice of conversation topics and values portrayed.

Toileting/First Aid: For the safety of all, Volunteers onsite must only use staff toilets (should not enter student toilets at any time). Volunteers that become aware of a student who is ill/injured must inform the supervising teacher immediately.

Work Health & Safety: The school is responsible for providing a safe working environment for all. Volunteers (like employees) are responsible for taking reasonable care of their own WH&S and ensuring their actions do not put others at risk. All injuries or accidents occurring at school need to be reported to the front office. Volunteers need to be aware and follow all emergency procedures (visible in all rooms). Smoking is not permitted on school sites .

Insurance: Volunteers who carry out volunteer duties (in good faith and without recklessness) at the direction of the site leader, supervising staff or governance body are covered under DECD insurance policies.

REPORTING ABUSE & NEGLECT

Every adult working in an education and care environment is expected to report any inappropriate behaviour involving adults and children/young people.

This must happen no matter what position or authority the person has at the site – therefore all **volunteers** operating on our school site or supporting a school activity off site are by virtue of their involvement recognised by law as a **'mandated notifier.'**

Mandated Requirements:

- All volunteers must undertake a DCSI criminal history screening and present the appropriate approval clearance letter to the school.
- All volunteers must undertake a school based volunteer induction training.
- All volunteers must undertake the Reporting Abuse and Neglect (RAN) education and care induction for volunteers training.
- The dates for these will be communicated through newsletters

Role of the School Leadership Team:

- To ensure all volunteers meet all mandated requirements
- To provide school based volunteer induction training
- To provide/run RAN education and care induction sessions for volunteers
- To ensure an up to date register is kept on site recording the DCSI approved clearance letters for volunteers
- To encourage, support, advise and supervise volunteer involvement in the school

Role of School Staff:

- To encourage, support, advise and supervise volunteer involvement in the school
- To cross reference community members offering to volunteer support in their class with school records of mandated requirements.

Interested in becoming a volunteer at McLaren Flat Primary School ?

Please phone the office (83830143) or email dl.0250_info@schools.sa.edu.au