



Lockleys North Primary School

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Document Details

Implementation Date	T3 2015
Review Date	T3 2016
Related legislation/applicable section of legislation	<p>Education Act 1972</p> <p>Children's Services Act 1985</p> <p>Public Sector Act 2009</p> <p>Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p> <p>Children's Protection Act 1993</p> <p>Volunteer Protection Act 2001</p> <p>Education and Early Childhood Services (Registration and Standards) Act, 2011</p> <p>Education and Early Childhood Services (Registration and Standards) Regulations, 2011</p> <p>Privacy Act 1988 (Commonwealth)</p> <p>Commissioners Standard 1 Attachment A – Volunteers in Government Agencies</p>
Related DECD policies, Procedures, Guidelines, Standards, frameworks	<p>DECD Volunteers Working in Educational Site and Settings 2014</p> <p>DECD Interim Statement of Directions (2011)</p> <p>DECD Aboriginal Education Strategy (2005-2010)</p> <p>National Quality Framework for Early Childhood Education and Care National Quality Standard for Early Childhood Education and Care</p> <p>DECD Countering Racism Policy and Guidelines (2008)</p> <p>Protective Practices for Staff in their Interactions with Students (2009)</p> <p>Volunteers Working in Educational Sites May 2012</p> <p>Learner Wellbeing Framework</p> <p>South Australia's Strategic Plan (2004-2014) (Target 5.6)</p> <p>Advancing the Community Together: A Partnership between the Volunteer Sector and the South Australian Government (2003)</p>
Related SITE policies, Procedures, Guidelines, Standards, frameworks	<p>LNPS Behaviour Education Policy (Draft – In process of Review)</p> <p>LNPS Anti-Bullying and Harassment Policy (Draft – In process of Review)</p>
Document developed/reviewed by:	LNPS Leadership
Applies to	Volunteers and LNPS staff
Approved by	Governing Council 2015



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LOCKLEYS NORTH PRIMARY SCHOOL VOLUNTEER POLICY

GUIDELINES AND PROCEDURES

PHILOSOPHY

At Lockleys North 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.

WHAT DEFINES VOLUNTEERING

A volunteer is a person who undertakes defined activities of their own free will, without payment, to support educational programs and services in schools either through direct contact with students or site activities.

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 does not mean that the volunteer must be in the line of sight, it 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 OHSW 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.

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 or a dependency in students (e.g. giving presents)
- Have intentional physical contact with students
- Display bullying or intimidating behaviours towards students.



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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 visitors book in the front office 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

VOLUNTEER SELECTION PROCEDURES

Volunteers will be assessed for their suitability to work at the school by the Principal, Deputy Principal or as designee. This assessment will be made in relation to the skills and contributions being offered, the needs of the school and through reference checks (which may involve both skill and character references), or background checks where appropriate. All referees provided by the applying volunteer should be qualified for suitability.

People wishing to volunteer to:

- attend any overnight camps/school sleep-overs or billeting programs
- work one to one with students or working in close proximity to students on a regular basis e.g. reading, music, drama, science etc
- act as a coach or manager of teams or groups of students
- work in the Resource Centre or Administration
- support the canteen
- accept a position on Governing Council or committees that require them to be in close proximity to children or in the management of school funds

Will need to:

1. Make contact with school to ascertain school needs regarding volunteers.
2. Apply to the school providing background information, referee details and permission to conduct a DCSI History Screening. The screening guide (updated 4 February 2016) on the DECD website can help volunteers quickly determine the type of screening required specific to your circumstances. <http://www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/>
3. Attend induction training.
4. Sign an agreement form

Volunteers will be required to complete induction training and sign an agreement before they commence volunteer work. The Principal's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.



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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
 - Occupational Health, Safety and Welfare procedures
 - Duty of Care responsibilities
 - 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 commitment in full consultation with the volunteer
- Have staff available to discuss volunteer concerns

CANCELLATION OF AGREEMENT

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered where appropriate.

A volunteer's agreement can be cancelled at the Principal's discretion for reasons that include, but will not be limited to:

- Lack of suitable work availability;
- failure to follow specified responsibilities as defined in the volunteer policy and elaborated through the induction training;
- exhibits behaviours towards students, parents or staff in a manner that is deemed inappropriate, improper or a direct contravention of responsibilities as defined within the volunteer policy; or
- repeatedly fails to meet commitments without notice to the school

In the event that the Principal (or designee) exercises their right to cancel a volunteer's agreement, the volunteer will be formally advised of this decision in writing, stating the reasons for the decision. The Principal's decision is final.



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VOLUNTEER AGREEMENT

As a volunteer at Lockleys North 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 leadership.
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:

1. I have read the *Volunteer Policy for Lockleys North Primary School*
2. I have participated in an induction program and I understand my responsibilities regarding Responding to Abuse and Neglect; Occupational Health, Safety and Welfare 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: _____