

## **PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS**

### **BACKGROUND:**

At Tea Tree Gully Primary School we believe that voluntary workers make a significant contribution to the school community and consequently student learning by giving their time and sharing their skills and experiences with others. Volunteers have a wide range of interests and abilities that compliment school programs, thus providing a wider range of interactions and experiences for students.

Examples of volunteer activities include:

- Listening to reading
- Helping with art, craft or cooking
- Accompanying a class on a local walk
- Helping in the canteen
- Transporting children to sporting events
- Working on the garden
- Helping at Sports Day
- Accompanying classes on excursions
- Helping with Mothers' and Fathers' Day Stalls
- Accompanying classes on camps
- Helping at swimming
- Working in the Library
- Governing Council Representatives

The Principal (or their delegate) will assess the suitability of each volunteer to engage in particular work at the school. This process will focus on the skills and contributions being offered and on the verification of the person's good character.

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.

All volunteers will be required to sign a Volunteer Agreement Form before they commence volunteer work.

### **TRAINING**

All volunteers will need to undertake a Training and Induction session.

The session will include basic information on:

- Volunteering at Tea Tree Gully Primary School – the policy, processes, forms; including DCSI Child related Screening Clearance information
- Mandatory Notification
- Confidentiality
- Workplace Safety

Attending a Training and Induction Session is a requirement for members of Governing Council and other committees, as well as for any volunteers working at our school.

**If you have attended a previous Training and Induction session you may undertake an update rather than another full session. Check with the Deputy Principal if you think this applies to you.**

### **THE SCHOOL'S RESPONSIBILITY TO VOLUNTEERS.**

- A staff member will be allocated to supervise each volunteer.
- Accurate records will be kept of each volunteers training and work details.
- Volunteers will be provided with induction and training.
- Supervising staff will be available to discuss volunteers concerns as they arise.
- Supervising staff will meet their duty of care to students by supervising any situation where volunteers are working with students.
- Informing volunteers of any changes to school routines.
- Informing volunteers of the need to renew their clearance 6 months before it expires.

**To be a volunteer in our school in any capacity you are required to have a current DCSI Child Related Screening Clearance. This Clearance lasts for 3 years. Application forms can be collected from the Front Office. The school will send the forms in and pay the cost of processing. Please note that you can't be a volunteer until you receive the Clearance Letter.**

#### **PLEASE NOTE**

A DCSI Screening Clearance is not required for attendance at one off events such as Sports Day, Grandparents Day, Science Fair, End of Year Concert etc.

## **VOLUNTEERS RESPONSIBILITIES**

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfil their responsibilities with respect to Mandatory Notification.

- Volunteers will not be involved in the toileting of students.
- Volunteers contact with students is limited to their particular negotiated responsibilities.
- Volunteers should understand and respect their responsibilities relating to confidentiality.
- Volunteers should sign the Volunteer Sheet on arrival and departure.
- Volunteers who accompany classes on activities outside of the school need to wear the provided volunteer badge at all times.
- Volunteers need to notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Volunteers, when working with a child, need to be in close proximity to a staff member.
- Inappropriate forms of affection or physical contact should not occur.
- Children should be afforded appropriate respect and issues of concern with regard to behaviour and learning referred to the supervising teacher.
- To maintain a positive relationship with the supervising staff member (any grievances should be managed using our school grievance procedures).

If concerns arise about a volunteer, feedback and support will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion.

## **WORKPLACE SAFETY**

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 office staff as soon as possible. Further information is available in the Workplace\_Safety Manual available upon request at the office.

## **PRIVACY AND CONFIDENTIALITY**

Schools must comply with 'Information Privacy Principles' regarding the use and release of information. 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 mandatory to report alleged child abuse.

Do not hesitate to speak with the Principal or another member of staff if you have any concerns or require further information.



**INFORMATION**

**FOR**

**VOLUNTEERS**

**TEA TREE GULLY  
PRIMARY  
SCHOOL**

February 2015