

HUNTFIELD HEIGHTS PRIMARY SCHOOL

Melsetter Road, Huntfield
Heights 5163
Phone 8384 5300 Fax
83847566
Email:
dl.1067_info@schools.sa.edu.au



VOLUNTEER POLICY

Date approved: **17th February, 2015**

Next Review Date: **February, 2016**



Government of South Australia
Department for Education and
Child Development

PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS

It is a requirement that all volunteers have a current DCSI police clearance and have completed Reporting Abuse and Neglect (RAN) Training for volunteers and that documentation for both is submitted to the front office for copying and entering on EDSAS

- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- All volunteers will receive an induction to the site which will include WHS procedures
- RAN training will be offered by the school as required and for who have received RAN training elsewhere, the nominated person will be introduced as part of their induction
- Supervising teachers, with the assistance of leadership will be available to discuss volunteers' concerns as they arise
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

VOLUNTEERS' RESPONSIBILITIES

The volunteer's most important responsibility is related to his/her duty of care to children. Students are a vulnerable group generally, 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. It is also necessary to be culturally sensitive and supportive of Aboriginal & Torres Strait Islander cultures.

For volunteers, respecting the rights of children means they must not:

- **Work with students without teacher knowledge**
- **Be involved in toileting students or assisting with sickrooms etc**
- **Have unsupervised contact with students during break times**
- **Encourage affection or dependency in students**
- **Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)**
- **Display bullying or intimidating behaviours towards students**

Volunteers must:

As outlined in the Reporting Abuse and Neglect Training for volunteers:

- **Refer all student concerns or behaviour issues to the nominated member of staff, Lisa Horton (School Counsellor) or Keith Kuhlmann (Principal) in her absence**
- **Sign the visitors book in the front office on arrival and departure (For emergency evacuation procedures. This is a WHS requirement)**
- **Wear the provided badge at all times. Eg (Visitor)**
- **Notify the school as early as possible if they are unable to fulfil their volunteer commitment.**

CANCELLATION OF AGREEMENT

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer

- **Has no more suitable work available**
- **Fails to follow requirements outlined in the volunteer policy and induction training**
- **Behaves towards students, parents or staff in a manner deemed inappropriate or improper**
- **Repeatedly fails to meet commitments without notice to the school**