



POLICY - VOLUNTEER

At Jervois Primary School we acknowledge and appreciate that voluntary workers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers complement school programs and their involvement enhances experiences and supports opportunities and has the intent of benefits for students.

RESPONSIBILITIES – Department for Education (DfE)

- DfE requires all volunteers to undertake a Working With Children Check upon registering. Details to initiate the process are available from the Front Office; these checks are free of charge for volunteers
- Volunteers must maintain confidentiality at all times.
 - If you observe a volunteer or staff member acting inappropriately (e.g. emotionally, physically or sexually) the volunteer MUST consult the Principal for advice.
 - Volunteers can make Mandatory Notifications by contacting the Child Abuse Hotline on 131 478
- DfE does not allow smoking on school grounds, while assisting to supervise students on excursions or in cars when transporting students

Note- Governing Council members and/or committee members are not in the scope of this policy. They are DfE volunteers and for specific information go to www.education.sa.gov.au/sites-and-facilities/governing-councils

RESPONSIBILITIES – SCHOOL

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details (when required)
- Match volunteers to their specific skill sets, interests and time commitments
- Make changes to work or time commitments in full consultation with the volunteer
- Have staff available to discuss concerns
- Provide induction opportunities, covering:
 - Responding to Abuse and Neglect (RAN) Training for Volunteers
 - Workplace Health and Safety procedures
 - Duty of Care responsibilities
 - Confidentiality requirements
 - Specific training to the area of work

RESPONSIBILITIES – VOLUNTEER

- All volunteers are required to sign in and out at the Front Office
- If a student exhibits disrespectful or concerning behaviour, please advise the student's teacher immediately
- Seek clarification of your tasks from the teacher/supervisor if you are unsure
- If a student becomes sick or injured whilst in your care, please advise the student's teacher or office staff immediately
- Please advise the student's teacher or office staff if YOU become sick or are injured whilst volunteering
- Please advise the school as early as possible if you cannot fulfil your volunteer commitments
- Maintain confidentiality at all times
- Remember that parent volunteers have an obligation to all students, not just their own
- Complete the Jervois Primary School Volunteer Agreement Document
- Attend relevant volunteer training sessions provided by the school or DfE

HEALTH AND SAFETY

Your health and safety is paramount. If you are unsure, uncomfortable or worried about ANYTHING, please seek advice from a staff member.

- Avoid doing anything which may jeopardise your safety
- When transporting students, always complete a 'Travel by Private Vehicle' form. (all students must have parental permission before they travel in your car)
- Do not lift heavy objects without assistance
- Report any health and/or safety concerns to a staff member or the Principal.
- Follow the emergency evacuation procedures as displayed in your working area

In no circumstances, are Volunteers expected to, or must not:

- Be involved in the personal care of students
- Have unsupervised contact with students
- Have intentional physical contact with students
- Display bullying or intimidating behaviour

CANCELLATION OF AGREEMENT

When concerns arise regarding a volunteer, opportunity to remedy or improve the area or concern will be offered whenever appropriate. A volunteer's agreement can be cancelled at any time at the Principal's discretion and where the Volunteer

- Has no suitable work available
- Fails to follow the requirements outlined in the Volunteer Policy and elaborated through induction training
- Behaves in a manner deemed inappropriate or improper toward students, parents or staff
- Repeatedly fails to meet commitments without notice to the school

Jervois Primary School Volunteer Agreement

Thank you for volunteering to assist student learning and organisation at JPS.
As part of your role as a volunteer there are certain requirements which must be met to ensure the safety and wellbeing for you and those you work with.

As a volunteer at Jervois 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 school staff, and/or the Principal.
4. Abide by the terms and conditions detailed in the Volunteer Policy

As a volunteer I:

1. Have read the Volunteer Policy
2. 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. Understand that if I breach any of the above agreements my services as a volunteer may cease.

.....
Volunteer

.....
Signed

.....
Date

.....
Principal/Delegate

.....
Signed

.....
Date