



Hewett Primary School

Volunteer Policy

Purpose

Volunteers make a significant contribution to the school community by either helping in the classrooms or with fundraising. They are a valued and integral part of the daily operation of the school. They contribute to and expand our educational programme and can have a significant impact on the learning outcomes of students. Volunteers need to recognise the privilege, trust and responsibility associated with working with another person's child.

Intentions:

- Volunteer involvement is planned and designed to contribute directly to the organisation purpose, goals and objectives (National Standard 2).
- Volunteers contribute to the organisation's purpose, goals and objectives (National Standard 3).
- Active engagement of volunteers is based on their interest, knowledge, skills or attributes relevant to the role, and consistent with anti-discrimination legislation (National Standard 4).

Scope

This policy applies to any individual who wishes to volunteer their time and skills in any area of our school. This may include, but not be limited to: classroom support, administration support, fundraising, listening to student reading, assisting with school events or camps/excursions etc.

- Where this involves direct involvement with students, necessary clearances need to be provided to the school before volunteering can commence. For example, RAN-EC and a DSCI check. We also strongly encourage volunteers to complete the online Code of Conduct course.

Volunteer Guidelines

Volunteers work under the direct instruction of staff they are assigned to support or come under their management. These staff members have an obligation to report back any relevant data around improved student learning outcomes and volunteers may be required to partake in this process if they have worked directly with students to work towards these student outcomes.



Volunteer Roles

At Hewett Primary School volunteers are used in arrange of situations:

- Listening the reading
- Helping with class activities.
- Working on facilities projects
- Organising and supporting fundraising activities.
- Supporting sporting activities.
- Supporting camps and excursions.

Volunteers who require a DSCI clearance to work in a school

Volunteers who undertake defined activities of their own free will without payment to support and assist with the provision of educational programs and services for children and young people of DfE sites/services either through direct contact with children and young people or performing assigned task/activities. These volunteers will have provided an application, had a meeting with leadership and completed an agreement form.

Volunteers who do not require DCSI Screening

- Parents/guardians who volunteer in connection with an activity that involves their own child (such as volunteering within their child's classroom)
- One-off guest appearances, such as presentations and concert performances that are supervised by screened staff (e.g. teachers)
- Parents involved in one-off events such as Sports Day, working bees and whole-school events ,including a swimming program which their child is attending
- Parents/guardians volunteering on a Governing Council that is not the employing authority of an Out of School Hours Care (OSHC) service.

Absence

Volunteers should notify the school when they are unable to attend. This is especially important when helping the fundraising events.

Confidentiality

Confidentiality is essential. Volunteers are not to discuss outside of school, the students and staff they work with. This is related to the DfEs Code of Conduct expectations of staff and volunteers alike.

In order to understand their obligations to students, volunteers should be aware of the Hewett Primary School's policies and procedures.

These include:

- Behaviour Policy
- Anti-Bullying Policy
- Cyber Safety Policy
- Mobile Phone/Electronic Device Policy
- Grievance Procedures
- WH&S expectations.

These are available on the School's website.

Health and Safety

Volunteers need to take reasonable steps to ensure their own health and safety. They should follow any instructions given in relation to health and safety.

- Sign in on arrival and sign out on departure. Some classrooms have a sign-in sheet in their class, if not the visitors book is in the front office. Signing in is for your own safety, so if an emergency occurs we have a record that you are on site.
- Inform the school of any relevant personal medical information that may affect your health while on site.
- Be aware of the school emergency signal (repeated siren blasts) and move quickly to the designated safe area. Follow staff directions. All signals and directions are found on the wall of all classrooms and rooms throughout the school.
- Keep yourself and the children safe; volunteers should always work in a location with other people around.
- Volunteers are not to leave the school site with a student/s.
- Volunteers are not to work alone and out of site with a student/s.

Communication / Mandatory Notification

Any concerns should be discussed with the teacher. By law, volunteers have a responsibility to report student disclosures in relation to abuse. Disclosures of this kind should be brought to the attention of the Principal ASAP.

Volunteers are also required to make a report either online:

<https://my.families.sa.gov.au/IDMProv/landing.html> or by phoning the Child Abuse Report line on 131 478.

Volunteers are also encouraged to use the Skoolbag app to keep up to date with school activities and alerts.

Grievances

The school grievance procedures also assist volunteers. If you have a problem or concern, discuss it with:

- a. The person involved
- b. Your supervisor
- c. The principal

Responsibilities

Site Responsibilities

- Welcome you and value your work
- Offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- Keep accurate and confidential records of your work and personal details
- Provide you with a safe working environment

Depending on your volunteer role, the site may also:

- Make sure you meet all of the DfEs volunteer policy and procedure requirements, including that you:
 - know about DfE screening and suitability requirements
 - are aware of work health and safety
 - are supervised
- Give you an induction
- Appoint a contact person to help you
- Give you a clearly written role description
- Provide you with support and regular feedback about your work performance

Volunteer Responsibilities

Depending on the volunteer role, responsibilities may include:

- Only do the work in my volunteer role description
- Do my volunteer role to the best of my ability
- Do any required induction or training
- Work under staff supervision
- Always think about the safety and wellbeing of children and young people, by:
 - following the Responding to Abuse and Neglect – Education and Care requirements
 - immediately reporting any concerns you have about a child or young person to the site leader
 - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line



- Notify the site as soon as possible if I cannot make it in or need to cease volunteering
- Follow all DfE and SA Government policies and procedures relevant to my role
- Comply with the guideline of the commissioner for public sector employment – volunteers
- Report any workplace health and safety concerns
- Follow legislation and reasonable, lawful directions that relate to my role
- Advise the site leader as soon as possible if any information I give is no longer accurate – especially on my Relevant History Screening application and volunteer application form
- Stand by and comply with the expected behaviours for volunteers (listed on the next page)

Expected behaviour of volunteers

Volunteer Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

Volunteer Behaviours

When you volunteer with children and young people:

- make sure the time spent together is positive
- treat them with dignity, equality and respect
- give them a chance to speak about the things that affect their care or learning
- listen to them
- be aware that their needs and vulnerabilities are specific and can be different because of things like: age, cultural background, language barriers, developmental capabilities, disability, mental health, trauma or abuse
- make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers.

- Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
 - make sure there's no favouritism, like gifts or special treatment
 - don't make relationships outside your volunteer role, including personal online social networking sites/apps, like Facebook, Instagram and/or Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people which cannot be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure personal interests don't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

Benefits of volunteers:

- Volunteers expand the social, cultural and educational outcomes for children and young people whilst making a positive difference to their lives.
- Hewett Primary School has a lot to gain from your skillset, knowledge, expertise and experience, which can create positive experiences for children and young people. Discuss with the site leader your areas of interest, any particular areas of high quality skills as well as other areas of interest. This will better allow the site leader to be aware of the long-term benefits you can provide to the workplace and the student body.
- Volunteers also support diversity in a range of areas at our site: age, gender, race, cultural background, disability etc. Don't ever doubt the positive impact and benefits you will provide as a volunteer.

