



23 Barassi Street, PARALOWIE 5108 Telephone: 82806866 Fax: 82806403  
 PO Box 65 Salisbury South 5106 Email: dl.1851.info@schools.sa.edu.au

## Volunteer Information

Volunteers are an integral part of our school. Your participation in the work of the school is valued and greatly appreciated.

### One off?

As has always been the case, screening clearance is not needed to attend single events or activities at our school. These include concerts, fundraisers, swimming week, excursions or sports day. Settlers Farm Campus will keep a record of volunteers that hold a clearance and their expiry dates.

### Supporting your own child

It is Department for Education policy that parents and guardians who volunteer to directly support their own child will **no longer require** a Department for Communities and Social Inclusion Child Related Employment Screening clearance (DCSI CRES). This will mean that many of our volunteers can help out sooner.

### Regular Volunteers Supporting Groups/Classes

If you'd like to be a regular volunteer who works with a range of students, you will need to attend a Volunteer Induction. These are held twice a term on site. Please contact the front desk to confirm induction dates and times. Volunteers are required to complete an application form, sign a volunteer agreement form and a volunteer declaration. In addition, all volunteers supporting students other than their own child will require a Department for Communities and Social Inclusion Child Related Employment Screening clearance (DCSI CRES). DCSI CRES clearances are valid for a period of 3 years. The DCSI CRES is the only screening clearance accepted by DE. The school pays the fees for this and there is no cost incurred by the volunteers. Volunteers must also complete the 'Responding to Abuse and Neglect – Education and Care' course for volunteers. This can be accessed online and instructions are provided at induction sessions.

We need to know who is in the school at any one time, especially in case of emergency. You will be required to sign in at the front office and sign out on your departure. Teachers will also keep a 'volunteer sign in' sheet in the classrooms to indicate which students are receiving support.



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# Volunteer Policy

## RATIONALE:

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.

## Volunteer Selection Procedures

Principals may assess volunteers for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Before they commence volunteer work, all first time volunteers will be required to:

- Attend induction training
- Complete Volunteer Application form, including the names of 2 referees
- Sign Volunteer Agreement Form
- Sign Confidential Declaration Form
- Complete RAN-EC training for volunteers
- Apply for the Working with Children Check through site

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.

## Sequence of Steps for Volunteers

All volunteers will be required to sign the agreement and the declaration and undertake induction.

1. Make informal contact with the school to ascertain school needs re: volunteers
2. Attend induction training
3. Complete Volunteer Application form, including the names of 2 referees
4. Sign Volunteer Agreement Form
5. Sign Confidential Declaration Form
6. Complete RAN-EC training for volunteers
7. Apply for DCSI CRES screening through site



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## **The School's Responsibilities to Volunteers**

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Signed agreements, declarations and records of volunteers training and work details will be kept by the school.
- Volunteers will be provided, where necessary, with full induction training that will include:
  - Mandatory reporting
  - Occupational Health Safety & Welfare procedures
  - Duty of Care responsibilities to students
  - Confidentiality requirements
  - Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's area of work or time commitment will be made with full consultation between volunteer and supervisor.
- Supervising teachers 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 relates 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.
- For volunteers, respecting the rights of children means they must not:
  - work unsupervised with students *unless following supervisor or Principal direction.*
  - be involved in toileting students or assisting with changerooms/sickrooms
  - have unsupervised contact with students during break times
  - encourage affection from or dependency in students eg. by giving presents
  - 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:

- Refer all student concerns, behaviour issues or *parent requests* to the supervising teacher.
- Sign in on arrival and departure.
- Wear the provided name badge at all times.
- 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 elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper *by the supervisor or Principal*
- repeatedly fails to meet commitments without notice to the school.



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## SCHOOL VOLUNTEERS

### Staff Responsibilities

As a school we rely on the willingness and skills of our volunteers in helping us provide a wide range of activities and extra assistance for our students.

It is our responsibility to ensure that volunteers are appropriately informed and trained to fulfil their roles, gain satisfaction from their work and maintain the safety of our students.

Please ensure that the volunteers that you work with follow and complete these steps / requirements.

#### Volunteers working under staff supervision will:

- Sign in at front office and collect a badge
- To be recorded in supervisors register eg Classroom Teacher / Canteen Manager
- Work with supervisor eg Classroom Teacher / Canteen Manager

#### Staff are responsible for

- Keeping a record of all volunteers who work in your classroom/ working space
- Provide acceptable supervision ie. You can quickly and easily view the volunteer from within your work area
- Instruct / train the volunteer for the specific work required of them
- Keeping themselves informed about the DECD Volunteer Policy





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## VOLUNTEER AGREEMENT

As a volunteer at Settlers Farm Campus, I.....agree to:  
 (volunteer's name)

1. Work as a volunteer in the area/s indicated.....
  - Classrooms
  - Canteen
  - Resource Centre
  - Office
  - Excursions
  - Camps
  - Sports training
  - Other .....
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 Principal.
4. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety & welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

### VOLUNTEER

Signed ..... Name .....

Date .....

### SCHOOL PRINCIPAL (OR DELEGATE)

Signed ..... Name .....

Date ..... Title .....







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# CONFIDENTIAL VOLUNTEER DECLARATION

## SETTLERS FARM CAMPUS

Name: -----  
 (PRINT CLEARLY)

Address: -----  
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**Please place a tick in one of the boxes below.**

1.	I am aware of the special responsibilities associated with working with students. I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude my working with/near students.	<input type="checkbox"/>
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OR

2.	I am aware of the special responsibilities associated with working with students. I declare that there are no circumstances or reasons that might preclude my working with/near students but I do have a criminal record. The nature of that record is outlined in the attached confidential envelope. This record has been signed and dated by me.	<input type="checkbox"/>
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OR

3.	I am aware of the special responsibilities associated with working with students. I declare that I have a criminal record and/or that there are other circumstances or reasons which might preclude my working with/near students. The nature of this criminal record and/or other circumstances or reasons is outlined in the attached confidential envelope. This record has been signed and dated by me.	<input type="checkbox"/>
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I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify information provided.

I understand that it is my responsibility to update this information if there are any changes to my circumstances.

Volunteer's Signature: ..... Date:.....

Principal Signature:..... Date: .....



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