

## Volunteers Procedure

### Overview

This procedure outlines the department's requirements for the recruitment, induction and management of volunteers to comply with relevant legislative and policy obligations.

### Scope

The procedure applies to all volunteers working at Settlers Farm Campus R-6.

### Out of scope

The Procedure does not apply to members of governing councils. Work experience and work placement people who are contributing to the department as part of their work experience or a work placement are not in the scope of this procedure.

Stage	Procedure
1	<b>Volunteer applies</b> Volunteer completes the department's application form which includes a declaration.
2	<b>Informal interview</b> with volunteer to discuss application and check suitability, declaration and proof of identity.
3	<b>Referee</b> (at least one) and other <b>suitability checks</b>
4	<b>Working with children check</b> (screening checks for volunteers are free) Volunteers must have a working with children check (WWCC) and cannot start until it has cleared. To find out who needs a working with children check see: <a href="https://www.education.sa.gov.au/working-us/relevant-history-screening/find-out-which-screening-you-need">https://www.education.sa.gov.au/working-us/relevant-history-screening/find-out-which-screening-you-need</a>
5	<b>Responding to Risks of Harm, Abuse and Neglect Education and Care (RRHAN-EC) training</b>
6	Volunteer is given a <b>role description</b>
7	<b>Role-specific training</b> is given
8	<b>General induction is done</b> This is available on <a href="http://www.plink.sa.edu.au/pages/signup.jsf">www.plink.sa.edu.au/pages/signup.jsf</a>
9	<b>Site-specific induction</b> including work health and safety
10	<b>Volunteer agreement is signed</b> Once the volunteer agreement is signed, this person is endorsed for volunteering.
11	<b>Volunteer's details are recorded</b> The volunteer's details can be recorded in EDSAS. All documents are kept on file for the specific volunteer.
12	<b>Volunteer starts</b> at site, is given a badge, thanked and welcomed.



# Settlers Farm Campus R-6

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## Next steps

Volunteer receives ongoing support, supervision, training, recognition and encouragement. Your site:

- keeps monitoring suitability of the volunteer
- makes sure any working with children checks are always valid and RRHAN-EC updates are provided when required.

## Monitoring and Supervision

SFC Leaders and staff will monitor the suitability of all volunteers. All inappropriate conduct towards children and young people by any person engaged in our school is reported, documented and acted on.

Anything that suggests a volunteer is unsuitable to be engaged with SFC is addressed as soon as possible. Leaders will ask the person to stop volunteering until the issue has been investigated and resolved.

## Supervision

Volunteers are appropriately supervised. The level of supervision will be different for each role. Supervision requirements are outlined in the volunteer's role description.

If a volunteer works directly with students a staff member must be able to quickly and easily see the volunteer at any time from their own work area.

Volunteers must not help out in change rooms, sickrooms or at toilet times, unless it is a clearly stated part of their role description and a supervising staff member is present in the room.

If a volunteer helps with excursions, camps or transporting of children or students, the supervision requirements in the camps and excursions procedure are followed.

SFC staff always have duty of care of students regardless of the role of the volunteer.

## Feedback and support

Volunteers at SFC are:

- given ongoing and regular feedback and support about their work
- told that if they have any questions or concerns about their work, they should feel free to discuss it with the leader or the volunteer contact person.

## Acknowledgement and recognition

We recognise and acknowledge our volunteers for their contribution and commitment through formal and informal strategies. Some examples include:

- morning teas or other special events
- regular catch-ups with the leader, staff and other volunteers
- feedback and support
- use of staff room or tea-making facilities
- acknowledgements in newsletters or at assemblies

Reviewed and ratified by Governing Council 13/09/2022

