



LAKE WINDEMERE
B-7 SCHOOL
The nature of learning.

**17 Uralda Ave
Salisbury North SA 5108
P: 8258 0666**

Current as at 03/03/2015

VOLUNTEER POLICY – 2015 Agreement

Philosophy

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

Volunteers will be assessed for their suitability to work at the school. This assessment will be made in relation to the skills and contributions being offered.

Volunteers will be required to:

- agree to a criminal history clearance
- attend an orientation meeting
- sign a volunteer agreement form before commencing work as a volunteer in the school.

The school'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

1. Make contact with the school to ascertain school needs re volunteers
2. Provide documentation for the criminal history clearance
3. Attend the Orientation meeting
4. Sign agreement form

The School's Responsibilities To Volunteers

- A school contact person will be allocated to monitor and support the volunteer.
- Volunteers will be provided with induction that includes:
 - Work Health Safety 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.
- Supervising teachers or leadership team member will be available to discuss volunteers' concerns as they arise.
- The school 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.
- Cooperate with DECD policies and procedures, including reporting any workplace Health and Safety concerns.
- For volunteers, respecting the rights of children means they must not:
 - work unsupervised with students
 - be involved in toileting students or assisting with change rooms/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 or behaviour issues to the nominated school contact person.
- Sign the office visitor's book for volunteers 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, opportunity 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
- repeatedly fails to meet commitments without notice to the school.

Contact Details

Name:

Address:

Email:

Phone:

Emergency Contact:

Name:

Relationship to Volunteer:

Phone:

SCHOOL VOLUNTEER AGREEMENT

As a volunteer at Lake Windemere B-7 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 Principal.
4. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

- I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, Work Health Safety procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
 - I understand that if I breach any of the above agreements my services as a volunteer may be terminated.
5. Work as a volunteer for a minimum of 6 months on a regular basis. If I am unable to commit my time, I will notify the front office as soon as possible.

Work Health Safety

The school needs to be safe for all students, staff and visitors.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. I have been made aware of the evacuation / invacuation procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I have been informed of procedures for notification of accidents and health and safety hazards and/or near misses in my work area/s | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I have been informed of first aid arrangements for staff and children | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I have been given a map, which details the location of areas relevant to my work at this site | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I know the name and location of my supervisor at the worksite | <input type="checkbox"/> | <input type="checkbox"/> |

VOLUNTEER

Signed: Name:.....
Date:

SCHOOL PRINCIPAL (OR DELEGATE)

Signed: Name:.....
Date: Title: