



# Volunteering at St Agnes School

## Information and Procedures for Volunteers

At St Agnes School we value the significant contribution that our volunteers make to the school community and consequently student learning. We respect and encourage the many efforts of our exceptional volunteers who willingly give their time and share their skills and expertise with us. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

To support volunteers, staff and students, information pertaining to volunteering at a DfE (Department for Education) site can be located on the DfE website through the following link:

<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers>

Volunteers participate in many roles that support the work of staff to make sure children are cared for in a safe and positive environment. Some of the roles volunteers participate in include:

- Helping in the resource centre
- Participating in fundraising committees
- Helping in the school tuck shop
- Providing education support
- Coaching sports teams
- Helping on excursions
- Kitchen garden helpers

An individual who wishes to volunteer at St Agnes will be approved by a member of the leadership team. All volunteers are required to complete, sign and date the St Agnes Volunteer Agreement form, complete RRHAN-EC Training and have approved WWCC Screening before beginning as a volunteer.

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfil their responsibilities with respect to Responding to Risk of Harm, Abuse and Neglect.

### **Volunteers are required to do the following:**

- Observe work, health and safety requirements
- Observe similar ethical, policy and/or legislative requirements as employees
- Attend site based induction
- Sign in and out of the front office
- Wear an identifying badge
- Use appropriate language, discuss age appropriate topics and serve as positive role models
- Refer all student concerns or behaviour issues to the supervising teacher or leadership
- Treat personal and sensitive information with discretion and confidentiality.  
Any concerns need to be reported to leadership or teacher immediately
- Work within the aims/values of our school



## Supporting our Volunteers

We recognise the importance of a positive two way working relationship and communication with volunteers and will support the work of volunteers by:

- Guiding volunteer roles through provision of information, induction, training and resources necessary to perform the role effectively
- Allocating a staff member to supervise a volunteer in areas of work and provide duty of care through line of site when a volunteer is working with students
- Keeping accurate records of each volunteer's training and work details
- Providing discipline of students
- Informing volunteers of any changes to school routines that may impact on them
- Matching volunteers with work appropriate to their interests, skills, time, commitment and health
- Insisting that volunteers are treated with respect and personal dignity and have a working environment free from discrimination and harassment
- Acknowledging and appreciating the volunteer's contribution to our school
- Providing tasks which refrain from creating excessive demands on the volunteer

## Volunteer Selection

Volunteers are selected based on interest, knowledge and skills and in alignment with anti-discrimination guidelines to ensure equal opportunity for all.

If you would like to volunteer at St Agnes School please follow these steps:

- Make contact with the school
- Meet with a member of the front office team and provide information about your skills, interests
- At this meeting information will be given about mandatory reporting; occupational health, safety and welfare; duty of care and confidentiality requirements
- Sign volunteer agreement form

## Benefits of Volunteering

Volunteers play an integral part in supporting the work of our school and enrich the lives of our students.

### **Benefits of volunteers in our school include:**

- Provide our school with a broader resource base from which to draw positive opportunities for our students
- Enhance community participation and parent involvement
- Expand the social, cultural and educational outcomes for students
- Provide a safer environment for our students
- Make a positive difference for students

### **Benefits to volunteers include:**

- A sense of purpose that enhances their feelings of belonging and happiness
- An opportunity to share and learn new skills



## The DfE Site Leader has the right to:

- Decline voluntary work to a person they deem unsuitable to work with children and young people
- Require a volunteer to withdraw from volunteering at anytime if concerns exist about their suitability to be working with children
- Exercise their power under the Education Regulations 2012 to request a volunteer leave the site for 24 hours, issue warning letters and seek approval to issue prohibition notices against volunteers, when a volunteer's behaviour has negatively impacted on the site and it's community

## Quick links to WWCC & RRHAN-EC

### Working With Children Check

To register your details for your Working With Children Check please click on the link below. Once completed and approved, please provide the school with a copy of your approval email.

<https://screening.sa.gov.au/>

If you would like the school to register on your behalf, please email [dl.1091.info@schools.sa.edu.au](mailto:dl.1091.info@schools.sa.edu.au) and provide your full name, date of birth and current email address.

Please note that you require 100 points of ID, and that clearances can take some time to go through.

### Responding to Risk of Harm, Abuse and Neglect

#### What you need before you start:

- A current individual email address
- A computer or mobile with an internet connection
- A recent web browser, like Google Chrome, Internet Explorer or Firefox

If you don't have access to a computer please ask your site leader for help.

#### Register for a Plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
  - In the field 'Select Account type' select Volunteer
  - Enter your email address (this will be your plink username), choose a password, and type in your name
- Select "I accept the terms of use and code of ethics"
- Select 'Create Account'

#### Start the training

- Select the course 'Responding to Risks of Harm, Abuse and Neglect-Education and Care online course for Volunteers'
- Select 'Register'
- Select 'Register' again
- Select 'Open Module' when you're ready to start

Once you have completed the training please provide a copy of your certificate to the Front Office