

## 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 **Redwood Park School** please follow these steps:

- Make contact with the school
- Meet with a member of the leadership team and provide information about your skills and interests
- Complete volunteer and RAN training, sign and date the Redwood Park School Volunteer Agreement form and have DHS Screening before beginning as a volunteer.
- 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



**REDWOOD PARK SCHOOL**  
PRESCHOOL TO YEAR 6  
*Building a Culture of Learners*



# Volunteer Information

[www.redwoodparkps.sa.edu.au](http://www.redwoodparkps.sa.edu.au)



## Redwood Park School

*Links to school handbook  
and other policies*

If you have any  
questions, please  
phone the school on  
08 8263 8333

# Volunteering at Redwood Park School



At Redwood Park 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 SA Education website through the following link:

[Volunteering in schools, preschools and children's centres](#)

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:

- Being a member of the school's Governing Council
- Helping in our Resource Centre
- Participating on fundraising committees
- Helping in the school canteen
- Providing support in the classroom
- Helping on excursions/camps

An individual who wishes to volunteer at Redwood Park will be approved by a member of the leadership team.

All volunteers are required to complete RRHAN-EC training, sign and date the Redwood Park School Volunteer Agreement form and have a DCSI Screening before beginning as a volunteer.

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfill their responsibilities with respect to Responding to Risks 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