

Penong Primary School

Respect Community Achievement



Government of South Australia
Department for Education



Volunteers Policy and Procedure

PURPOSE

The purpose of this policy and procedure is to clearly outline the commitment of Penong Primary School to its highly valued volunteers, and the processes that need to be followed by individuals who wish to become a school volunteer.

SCOPE

The policy procedure applies to all individuals who chose to volunteer at Penong Primary School.

The role that volunteers can perform in the school context include:

- **Classroom Support-** Volunteers support classroom activities when requested by the class teacher. The class teacher provides guidance in regards to the role of volunteers.
- **Transport of Students-** Volunteers assist with the transport of students to support their attendance at sporting events, excursions and other school events. Volunteers are required to provide the appropriate documentation before undertaking this role.
- **Camps and Excursions-** Volunteers assist teachers with supervision and student patrol care needs. A description of activities is provided to volunteers when they are scheduled.
- **Sport:** Volunteers assist with coaching and management of sporting teams.
- **Governing Council:** Governing Council is a consultative group that meets twice a term to discuss issues pertaining to the operation of the school.
- **Working Bees-** Volunteers contribute their time and energy to a range of school development and maintained projects. Working bees are held on a needs basis.

POLICY STATEMENT

Penong Primary School values the contribution of all its volunteers who work in collaboration with staff to create the best possible learning experience and environment for students.

We understand that volunteers come with a diverse range of interest, knowledge, skills, attributes and time constraints and that volunteering experience is the most rewarding when these qualities are matched appropriately to the requirements of particular volunteering roles. To this end, we are committed to creating volunteering arrangements that are mutually beneficial for volunteers and our school.

For our school, the benefits of having a team of enthusiastic volunteers include:

- having access to broader resources base from which to draw positive social, cultural and educational opportunities for our students
- facilitating opportunities for greater community participation and parent/caregiver engagement with the school environment

For our volunteers, the benefits of being involved with our school include:

- having a sense of purpose that enhance their feelings of belonging and happiness
- an opportunity to meet new people and learn new skills

DEFINITIONS

Volunteer

A volunteer is a suitable individual who has been accepted to willingly engage, share their skills and experiences, without payment) other than reimbursement of approved out of – pocket expenses).

They provide regular or irregular ongoing assistance in a school or educational setting. This might involve direct or indirect contact with children and young people or with their records. Volunteers work in a position designed by the Principal as a volunteer position.

Complaint

A complaint means an expression of dissatisfaction about another person's behaviour or actions, or the decision, service or products provided by the school, or third parties on its behalf.

REFERENCE

- Penong Primary School Grievance Policy and Procedure
- Volunteer Policy
- Relevant History Check Information and Online Application
<https://screening.dhs.sa.gov.au/>
- Principles of Code of Conduct for South Australian Public Service Volunteers
- <http://publicsector.sa.gov.au/wp-content/uploads/26102016-volunteer-Guideline-Version-5.pdf#=#11>

RESPONSIBILITIES

The **Governing Council** is responsible for:

- approving the volunteer Policy and Procedure and any subsequent revisions

The **Principal** is responsible for:

- Presenting the Volunteer Policy and Procedure and any subsequent revisions to the Penong Primary School Governing council for approval.
- Ensuring that all components of the Volunteering Policy and Procedure are implemented. This includes:
 - Using a fair, open and planned approach to recruit suitable volunteers to volunteering roles within the school.
 - Matching the interests, knowledge and skills and attributes of volunteers to volunteering roles within the school.
 - Ensuring that each volunteer has a clearly written role description.
 - Ensuring that all volunteers have the information, training and/or resources necessary to enable them to perform their role effectively without creating risks to themselves or to others.
 - Ensuring that volunteers meet screening and suitability requirements as per DfE Screening and Suitability- Child Safety Policy and Procedure.
 - Establishing a volunteer agreement with each volunteer that includes the information needed to make sure they are aware of and understand their obligations to maintain confidentiality and to act in a manner consistent with the Principles of Conduct for South Australian Public Service Volunteers.
 - Ensuring that all volunteers participate in an induction process and are clear about their right and responsibilities in respect to their volunteering role(s), particular their obligation to immediately inform the Principal if their Relevant Screening History changes after their appointment as a volunteer.
 - Maintaining accurate volunteer management records.

All **Teaching Staff** are responsible for treating all volunteers with respect and not asking them to perform any role for which they are not trained to perform, or for which they do not feel physically or mentally comfortable.

All **Students** are responsible for being polite, thankful and respectful to all volunteers with whom they come in contact. This may be inside their classroom, or during other school events and activities.

PROCEDURE

Relevant History Screening

Relevant History Screening is a screening process undertaken by the Department for Human Services Screening unit that involves checking a person's criminal history and any other relevant information that is lawfully available to the Screening Unit. Once a person has been approved through this process, the clearance lasts for five years.

Screening is not required for volunteers who:

- volunteer in connection with an activity that involves their own child e.g. volunteering in their own child's class
- make one-off guest appearances such as presentations and concert performances that are supervised by screened staff e.g. teachers
- are involved in one-off events such as sports days, working bees, swimming carnivals and fetes

Screening is required for volunteers who:

- attend overnight camps or sleepovers
- are close contact with students with disabilities in special classes or schools
- are sports coaches and are not the parent/guardian of a child in the team
- are involved in activities where their own child is not involved

If a Penong Primary School volunteer requires a Relevant History Screening, the school will initiate the application process, then the individual will need to complete the online application form.

Supervision

The level of supervision of volunteers provided by the school will vary according to the work performed. Because it is not possible to describe all the possible scenarios that could arise regarding supervision, the Principal and staff will make a judgement call as to the relative risk of each situation.

It is recommended that volunteers when working with children, are either visible to a staff member at all times, or can be viewed quickly and easily. Volunteers will not be left alone in a separate classroom or building, or be involved in duties associated with change rooms, sickrooms or toileting.

Responding to Abuse and Neglect- Education and Care (RAN-EC)

All volunteers who provide ongoing assistance at our school must participate in a RAN-EC training session.

An ongoing volunteer could be someone who helps on a regular basis. This might mean:

- once a week
- once a fortnight
- every day for a term
- once a term
- whenever they can fit it in around other commitments

The RAN-EC sessions for volunteers can be delivered face-to-face or via an online session. The online training can be accessed through <http://www.plink.sa.edu.pages/signup.jsf>

Volunteers who choose this online option will need to set up an account on this website prior to undertaking the online course (which takes approximately 90 minutes to complete).

During the year the school will offer face-to face RAN-EC training for volunteers.

Confidentially and Privacy

During the course of volunteering, some volunteers may be given access to private and confidential information, or experience a behaviour management issue. If so, volunteers are expected to treat this information in a respectful and suitable manner and not discuss it in other forums.

Out of Pocket Expenses

Volunteers are not required to purchase any items relating to their volunteering role unless it has been previously negotiated with the Principal.

If an item is purchased however, volunteers need to keep a receipt of their purchase/s and submit it to our schools' finance officer who will reimburse the volunteer as soon as possible.

Money will not be reimbursed if there is has been any reward points or loyalties claimed such as Flybys and Woolworths rewards.

Purchase made by the volunteer for private use should be recorded on a separate receipt of shopping at the same location. The cost of fuel is generally not reimbursed to volunteers when transporting students.

Car Travel

Where a volunteer assists with transport of children or student, they must have a current drivers' licence, compulsory third party insurance and a registered vehicle.

When a volunteer brings in their drivers' licence for checking, the school will also check their vehicle registration by going to the 'ezyreg' website and typing in licence plate details.

If the volunteer's vehicle registration is up-to-date, they will be covered for compulsory third party insurance, by DfE's self-insurance arrangements for volunteers.

It is not recommended that individual students travel in a car alone with a volunteer.

Complaints

If a volunteer has a concern or complaint, they must respond in accordance with the Penong Primary School Grievance Policy Procedure available from the front office.

Volunteers are not expected to perform any role that they do not feel physically or mentally comfortable with e.g. heavy manual work, or responding to a traumatic situation.

If any volunteer of the school has a concern, they must speak to the staff member they are assisting as soon as possible.

Penong Primary School has a range of WHS practises in place to minimise the risk of harm to any person.

First Aid

If a volunteer suffers an injury, or a student they are working with suffers an injury, they are to report it immediately to the Principal/Acting Leadership.

Work Health and Safety

Lock Down

A Lock Down is one where staff, students and volunteers remain within the school buildings.

The need for a Lock Down will be signalled by 2 chimes and pre-recorded voice instructions "Lockdown, Lockdown, Lockdown".

- immediately move to the nearest classroom with any students they are assisting and report to the teacher
- stay in the room and seat children on the floor away from windows
- obey any instructions given by the teacher/Principal

Evacuation

An evacuation is one where staff, students and volunteers must move to a designated area.

The need for will be signalled by 3 siren waves followed by pre-recorded voice instructions "Evacuate, Evacuate, Evacuate, As Directed"

- immediately move to the outside evacuation area located on the front yard paved area
- obey any instructions given by the teacher/Principal

Hygiene and Safe Food Practices

Volunteers working with food or in a food preparation area are required to follow food safe procedures and if possible complete the Basic Food handling training program which can be done on-line.

Duty of care

Children working with volunteers are expected to display appropriate and respectful behaviour. If a volunteer is concerned about a child's behaviour, they need to immediately speak to the child's teacher/Principal.

Reviewed August 2025

Signed *Karen Murray*
Principal

Signed: *Allison Shipard*
Chairperson Governing Council

Next Review August 2028