

# VOLUNTEER POLICY

## Rationale

- Volunteers are an integral part of Tea Tree Gully Primary School and make a significant contribution to our school community
- Each volunteer brings skills and abilities that will complement school programs and allow new interactions and experiences for the students



Tea Tree Gully  
Primary School

11-13 Neale Street,  
Tea Tree Gully, SA 5091

T (08) 8264 2677  
F (08) 8396 1718

E [dl.0432.info@schools.sa.edu.au](mailto:dl.0432.info@schools.sa.edu.au)

## Requirements for volunteers

- Volunteers are required to:
  - Complete a Working With Children Check and obtain a clearance email. This is valid for 5 years.
  - Complete a Responding to Risks of Harm Abuse and Neglect-Education and Care Course for Volunteers (RRHAN-EC), and provide the certificate of completion to the school. This course runs on a 3 year cycle, with the current cycle expiring on 31/12/2027.
  - Sign a volunteer agreement before commencing work as a volunteer in the school

The most important responsibility for a volunteer is their duty of care to children. All children and young people have the right to a safe, productive and positive learning environment, and all workers have the right to a safe, protective and positive working environment.

- Respecting the rights of children means volunteers **must**:
  - Notify the Principal immediately if their relevant history changes after they are screened, for example if they are charged or convicted of an offence relevant to risk of harm to children.
  - Refer all student concerns or behaviour issues to the nominated school contact person
  - Comply with check in/check out procedures for volunteers eg arrival, departure, name badge
  - Notify the school as early as possible if they are unable to fulfil their volunteer commitment
  - Raise criticisms or concerns in line with the school Grievance Procedure and Complaint Procedure
- Respecting the rights of children means volunteers **must not**:
  - Work unsupervised with students
  - Encourage affection from or dependency in students, eg. by giving presents
  - Discuss information about the young people they are working with, or the young person's family, outside of the volunteering program
  - Exchange personal details, including phone numbers, social media contacts, email or home addresses

## School responsibilities to volunteers

- The school will
  - Ensure volunteers are supported with appropriate training
  - Provide each volunteer with a role description
  - Ensure volunteers are appropriately screened as per Department for Education (DfE) Volunteer Policy
  - Keep accurate records of volunteer's details including training and work details
  - Match the volunteer with a role
  - Provide the volunteer with a school contact person for direct contact, questions and support
  - Ensure volunteers are aware of site work health and safety procedures
  - Meet their duty of care to students by not leaving a volunteer to work unsupervised with students

**We expect students to treat volunteers with respect and courtesy at all times. If students behave inappropriately inform the class teacher.**

## Cancellation of Agreement

- If any concerns arise, opportunities to remedy the area of concern will be initiated by the school liaison person. A volunteer's agreement can be cancelled at the Principal's discretion where a volunteer
  - Fails to follow requirements outlined in the Volunteer Policy and mentor core training
  - Behaves in a manner deemed inappropriate or improper towards students, parents or staff
  - Repeatedly fails to meet commitments without notice to the school