

VOLUNTEER POLICY



Tea Tree Gully Primary School

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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

Requirements for volunteers

- Volunteers are required to:
 - Complete a DCSI criminal screening
 - Participate in Responding to Abuse and Neglect-Education and Care Induction for Volunteers (RAN-EC Induction)
 - 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**:
 - 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
- Facilitate the RAN-EC Induction for volunteers
- Keep accurate records of volunteers 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