

# Expected Behaviour for Volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [DECD Wellbeing for Learning and Life framework](#).

## Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

## What we expect from you

- When you volunteer with children and young people:
  - make sure the time spent together is positive
  - treat them with dignity, equality and respect
  - give them a chance to speak about the things that affect their care or learning
  - listen to them
  - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
  - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
  - make sure there's no favouritism, like gifts or special treatment
  - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

# Volunteer Agreement

This volunteer agreement grants permission to \_\_\_\_\_  
to volunteer at West Lakes Shore School R-7.

## Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you: know about DECD screening and suitability requirements, are aware of work health and safety, are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name Carol Press

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
  - following the Responding to Abuse and Neglect – Education and Care requirements
  - immediately reporting to a site leader any concerns I have about a child or young person
  - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all DECD and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my Relevant History Screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature \_\_\_\_\_ Date \_\_\_\_\_

This agreement can be cancelled by either the site leader or the volunteer at any time.



# West Lakes Shore School R - 7

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## Volunteer Declaration – Confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, you can talk to a site leader about it.

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
You understand that if the information in this application or declaration changes, it is your responsibility to advise the DECD site leader as soon as possible.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.

I confirm and declare that to the best of my knowledge I have truthfully answered all questions.

I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_ (day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

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### OFFICE USE ONLY

Site leader: Proof of ID sighted

File created and stored securely and confidentially



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## Volunteers Code of Conduct

Volunteers are welcome in the school and add considerable value to our programs. Volunteers are expected to:

- Take every opportunity to enjoy their role as a volunteer and encourage others to do the same.
- Respect all members of the school community.
- Be aware of children's needs and respond appropriately.
- Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. Understand this is the responsibility of the Principal and staff.
- Respect the rights of staff to make decisions based on their professional judgment.
- Inform staff of any issues that may arise within their work as volunteers.
- Respect and take responsibility for their obligations as a volunteer, including under the Child Protection Act.
- Be proud of the valuable contribution you are making to the school community.

