

Volunteers must not:

- work alone in a secluded or locked area with a student. You must be visible to a staff member at all times.
- enter student toilet blocks. Volunteers are not required to assist with toileting.
- be required to supervise a class in the absence of a teacher.
- have unsupervised contact with students during break times.

Privacy and confidentiality

I understand schools must comply with Information Privacy Principles regarding the use and release of information. Any personal or school information (including names, addresses, phone numbers, circumstances or situations of any nature) about students, staff, volunteers or school issues that I become aware of during my work must **not** be shared, unless it is required by law (eg for the reporting of suspected child abuse). This includes making comments about teaching methodologies or behaviour management methods. I am aware that I am welcome to raise any issues of concern with the Principal.

Volunteer:

I understand my responsibilities as a volunteer. I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this checklist have been complete.

Volunteer Name : _____

Signed: _____ Date _____

Site leader:

I have recorded the volunteer's details according to the volunteer procedure. I confirm that all items in this checklist have been covered correctly.

Site leader: _____

Signed: _____ Date _____

Occupational Health and Safety rep or a member of our Personnel Advisory Committee.

Smoking is not permitted in or around school buildings and not on school grounds.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act of omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools.

Cancellation of Agreement

Volunteers should be aware that they work in our school at the Principals' discretion. If concerns arise about the suitability of a volunteer, opportunities will be offered to remedy the problem. The Principal will terminate the volunteer agreement if the volunteer fails to follow the requirements outlined in this policy, behaves towards students, parents or staff in a manner deemed inappropriate or improper or repeatedly fails to meet commitments without notice to the school.

Further Information

Your volunteer training session will elaborate on the information contained in this policy and will give you the opportunity to have any questions answered. Please do not hesitate at any time to contact a member of the Leadership Team if you have any concerns or require further information.

Thank you for taking the time to read this information. For a complete copy of the Department for Education policy 'Volunteers Policy' please go to <https://www.education.sa.gov.au/doc/volunteer-policy>

Website References:

<https://www.education.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>

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West Lakes Shore School R-7

Building strong foundations for lifelong learning

Respect ★ Responsibility ★ Honesty
Excellence ★ Resilience

Volunteer Key Information & checklist



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Government of South Australia
Department for Education

Our Philosophy

At West Lakes Shore School volunteers are an integral part of our school. We believe that volunteers make a significant contribution to the school community by giving their time and sharing their skills and interests with students. As a volunteer your work in the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we also want to ensure your involvement is a rewarding experience.

Volunteer Checklist

Volunteers are required to complete and return the tear off volunteer checklist in this brochure. These requirements support volunteer participation and aim to ensure their safety and the safety of children, young people, staff and others.

It is the responsibility of the volunteer to ensure that the volunteer check list is complete before commencing any volunteering at West Lakes Shore School. Please don't hesitate to speak with the Principal or another member of leadership if you have any concerns or require further information.

The volunteers check list may not be applicable to parents reading in their child's class, one-off guest presentations or attendance at one-off events such as sports days, whole school events.

If you are unknown to the school community you may be asked to attend an interview with Principal/Deputy Principal and to provide referee details.

Student behaviour

We expect all students to treat you with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour continues, please seek help from the supervising staff member or leadership.

Mandatory Notification of Child Abuse

Under the Child Protection Act 1993, as a volunteer you are obliged by law to notify Dept for Families & Communities if you suspect on reasonable grounds that a child has been abused or neglected. As per your RAN-EC training. This must be done online via the Child Abuse Report Line (eCARL) website www.reportchildabuse.families.sa.gov.au or by telephoning the Child Abuse Report Line on 131 478

for critical cases as soon as is practicable after the suspicion is formed. Failure to notify suspected child abuse or neglect is an offence and carries a maximum penalty of a fine. You should also notify the Principal of your concern.

You have suspicion on reasonable grounds to report abuse or neglect when;

- * the child tells you that she/he has been abused.
- * your own observations of the behaviour of the child and/or injuries leads you to suspect abuse is occurring.
- * a child tells you she/he knows someone who has been abused (the child may be referring to him/herself).
- * someone else tells you of the abuse who is in a position to provide reliable information (eg relative, friend, neighbour, sibling).

"Responding to abuse and neglect", a volunteer's handbook, is available from our front office. Your volunteer training session will also include more detail and enable questions to be answered.

Health and Safety

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the school. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation/evacuation and report all injuries and accidents, occurring whilst at the school, to office staff as soon as possible.

If a student is injured or ill, please advise the supervising teacher or front office as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment. It is our responsibility to provide you with a safe and enjoyable environment to work in. If at any time you feel that you are being harassed or bullied by a member of our school community please either contact a member of the Leadership Team or ask to speak to an

Volunteer Checklist

In line with Department for Education and Child Development (DECD) policy.

As a volunteer at West Lakes Shore School I have:-

- Obtained a Child-Related Employment Screening Clearance through the school.
- Completed compulsory training sessions, either online or face to face
 - Volunteer General Induction
 - RAN-EC (Responding to Abuse & Neglect - Education and Care)
- Been made aware of my site nominated leader and volunteer contact person for advice or support that I may need. I am aware of:
 - How and where to sign in
 - Where to make a cup of coffee or tea
 - What to do in an emergency
 - What my work health and safety policies, procedures, and responsibilities are.
 - Where to find the adult toilets
 - Start and finish times
 - How to find policies and procedures through WLSS website
 - My supervision requirements
- Complete a volunteer application form, declaration and agreement
- Obtain and sign a relevant role description applicable to you and your role at WLSS
- Ensure you have the appropriate skills to complete your role
- Ensure West Lakes Shore School has a record of all up to date complying certificates
- Immediately notify of any changes to your criminal history