



PROCEDURES for VOLUNTEERING at West Lakes Shore School.

This procedure is applicable to: all DECD employees at West Lakes Shore School R-7

DOCUMENT CONTROL

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CONTENTS

1. TITLE.....	3
2. PURPOSE	3
3. SCOPE	3
4. OBJECTIVES	3
5. PROCEDURE DETAIL	4
6. ROLES AND RESPONSIBILITIES.....	5
7. MONITORING, EVALUATION AND REVIEW	6
8. DEFINITIONS AND ABBREVIATIONS.....	6
9. ASSOCIATED DOCUMENTS	6
10. REFERENCES	6

REVISION RECORD

Date	Version	Revision description
19/1/2016	1	Initial consolidation of other material into one school procedure document.
23/8/2016	2	Passed at Governing Council

1. TITLE Procedures for Volunteering at West Lakes Shore School.

2. PURPOSE:

To make explicit the processes, procedures and conditions under which volunteers may operate within the school.

3. SCOPE

This document is to be used in conjunction with the DECD Volunteers working in educational Sites and Settings Policy, compliance with which is mandated for all DECD sites and staff.

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

It is also to be used in conjunction with the DECD Child Protection in Schools, early childhood education and care Policy which is mandatory for all sites.

<http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>

The Procedures described in this policy are mandatory for all volunteers and staff. The Principal is the only person who may vary the conditions and requirements described in the this document.

4. OBJECTIVES

West Lakes Shore School values the contribution that volunteers can make to the learning and wellbeing of our students and staff.

Volunteering benefits everyone involved. Students benefit from the support of volunteers who bring life skills, expertise, knowledge and diversity to a range of activities in schools and early childhood settings. Some benefits for volunteers include:

- a sense of giving back to the community
- making a difference for children and students
- confidence building
- a sense of belonging and feeling valued
- learning new skills.

Children and students also benefit from volunteer programs by:

- improving self-esteem and self-confidence
- learning 'real life' and effective citizenship skills
- enhancing leadership, communication and planning skills
- promoting community engagement and positive relationships
- gaining new friends and teamwork experiences.

Volunteers are not to do work that could be a paid employment position for someone. They can support improved learning and provide additional opportunities for the students through volunteering in many ways including the following.

- working in the canteen
- transporting students to out-of-school events
- becoming a sports coach
- supporting learning and reading assistance programs
- mentoring students
- camps and excursions
- joining a school or preschool governing council.
- joining our Community Network group
- joining any current school action groups or committees
- assisting in the library

Our volunteers can come from a range of groups in the community including

- parents, caregivers or extended family members
- community members

- senior citizens
- international students
- businesses

Ongoing assistance by a volunteer can be either regular or irregular. 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.

5. PROCEDURE DETAIL

Opportunities to volunteer at West Lakes School will be publicised in the school newsletter and in class newsletters on a regular basis or by class teachers at specific times as they might be required.

As a school we have responsibility for ensuring the safety and wellbeing of our students, staff and volunteers. People who wish to do voluntary work for any organisation that brings them in regular contact with children must first obtain a relevant history clearance. This is to ensure the health, safety and wellbeing of children. West Lakes Shore School will cover the cost of this clearance for our volunteers and an allowance will be made for this in the budget each year. A Support Officer will be delegated each year to support volunteers in accessing and completing clearance applications and keeping the required school records for volunteers. This Department of Social Inclusion Child related Employment screening will be required for all volunteers at the school except for those transporting students to events such as sports or visits to other sites. In this case, provided the students are from years 3-7, the driver's own child is on board and there are at least 2 other children present, no clearance will be required. All the usual rules about informing parents as to who is driving their child etc. will remain. We have a responsibility to ensure that all volunteers participate in an interview and induction that covers the basics of their role and working environment, such as:

- responsibilities and tasks
- training
- health and safety
- Responding to Abuse and Neglect - Education and Care Training (RAN-EC)
- behaviour management procedures.

Volunteers must be supervised by authorised staff. The level of supervision depends on the work being done and whether there is direct contact with students. Volunteers working directly with children will be overseen by a staff member who can readily observe activities. Staff should check that volunteers working with them have the necessary clearances and training by checking the data base maintained by the SSO. When asking for volunteers for any activity, staff must remind possible volunteers of the requirements. The Principal is the only person who may approve the use of a volunteer who does not comply with the clearance and training requirements.

The Principal is responsible for facilitating the RAN-EC induction with DECD volunteers. They may delegate the responsibility to another member of the site leadership team. At West Lakes Shore School this may be the Deputy or Assistant Principal.

Third party providers are responsible for providing RAN-EC Induction to their volunteers. Third party providers must confirm for the Principal that their volunteers have accessed the induction.

It is the Principal or their delegates responsibility to sight and record the RAN-EC induction certificate of participation provided by the third party provider volunteer.

At the RAN-EC induction, volunteers will:

- have the RAN-EC Induction power point delivered to them face-to-face
- receive the RAN-EC Induction for Volunteers handbook
- be given access to a copy of the Protective practices: guidelines for staff working or volunteering in education and care settings (PDF, 506.1 KB)
- receive a RAN-EC Induction for Volunteers certificate of participation.

At this induction training volunteers will also receive information about

- responsibilities and tasks
- training
- health and safety
- behaviour management procedures.
- the site leaders who can support them with concerns
- entering and leaving the site and signing in and out
- use of school facilities
- confidentiality

The Principal will ensure that any new volunteer who has a current RAN-EC induction participation certificate from another site is provided with site specific child protection information and advised who their nominated site leader is.

On completion of the RAN-EC Induction Session for Volunteers, the Principal will ensure that the information is recorded on EDSAS.

A member of the ancillary staff will be nominated each year to support leadership in receiving, entering and recording volunteer information, clearances and training.

Volunteer clearances are valid for 3 years. All volunteers should undertake a new induction every 3 years or should there be significant changes to anything affecting volunteers, as decided by the Principal.

The Principal may refuse the offer to volunteer by any person if they have any doubts about the appropriateness of the person, irrespective of their clearance status.

To acknowledge the contribution of our volunteers the school will organise some type of recognition assembly, morning tea and/or certificate at an appropriate time each year.

6. ROLES AND RESPONSIBILITIES

Party / Parties

Roles and responsibilities

Volunteers

- act in accordance with the obligations outlined in the child protection policy and the approved child protection induction for volunteers
- Raise concerns when barriers or threats to the protection of children and young people's safety and wellbeing are identified, including through the conduct of other adults at the site/service
- abide by the requirements of volunteering as outlined in the induction program.

School Principal

- Ensure the processes for recruiting, clearing and inducting

volunteers are completed as described in this document.

- Ensure the school processes are compliant with the relevant legislation and DECD policies applying to volunteers
- Encourage, support and acknowledge volunteers in the school and abide by the requirements outlined in this procedure in their use of volunteers.
- Raise any concerns they may have about volunteers with the Principal immediately.

School Staff

7. MONITORING, EVALUATION AND REVIEW

These procedures will be reviewed annually. DECD audits volunteer processes on a regular basis.

8. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Staff	Refers to employees, professional service providers, other paid education and care participants at DECD sites/services (through contracts and agreements) and tertiary students on placement
Volunteer	Refers to all adults providing a volunteer service in DECD sites/services. This includes volunteers who may receive remuneration for their service from other organisations for example chaplains, mentors or coaches.

9. ASSOCIATED DOCUMENTS

DECD Volunteers in Educational Settings Policy

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

Child Protection in Schools, early childhood education and care.

<http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>

National Quality Framework for Early Childhood Education and Care

National Quality Standard for Early Childhood Education and Care

DECD Countering Racism Policy and Guidelines (2008)

Protective Practices for Staff in their Interactions with Students (2009)

Learner Wellbeing Framework.

10. REFERENCES

There is a range of Acts, Regulations and whole of government policies which impact on the role of volunteers in education and early childhood services:

Education Act 1972

Children's Services Act 1985

Public Sector Act 2009

Occupational Health Safety and Welfare Act 1986

Children's Protection Act 1993

Volunteer Protection Act 2001

Education and Early Childhood Services (Registration and Standards) Act, 2011

Education and Early Childhood Services (Registration and Standards) Regulations, 2011

Privacy Act 1988 (Commonwealth)

Commissioners Standard 1 Attachment A – Volunteers in Government Agencies