

## **INSURANCE**

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or 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. Further information is available from the Principal.

## **VOLUNTEER RESPONSIBILITIES**

- \* Refer all student concerns or behaviour issues to the supervising staff member
- \* Refer all requests to access school files to the supervising teacher
- \* Sign the log in folder for volunteers on arrival and departure
- \* Notify the school as early as possible if they are unable to fulfil their volunteer commitment
- \* Maintain confidentiality at all times

While we value the support of all volunteers, the school may, at times, choose to refuse the ongoing assistance of some volunteers. Some reasons for this may include:

- \* Breach of confidentiality
- \* Inappropriate behaviour towards students, parents or staff
- \* Lack of suitable tasks.

## **SCHOOL RESPONSIBILITY TO VOLUNTEERS**

- \* Provide a staff member to supervise volunteers at all times
- \* Provide induction training including Responding to Abuse and Neglect, Emergency Procedures and WHS practices
- \* Match volunteers with work that is suitable to their skills
- \* Ensure staff are available to listen to volunteer concerns
- \* Ensure that volunteers are not left alone with students.

## **VOLUNTEER ROLES AT RIVERTON PRIMARY SCHOOL**

- \* Listening to reading
- \* Preparing fruit
- \* Assisting with special programs such as cooking and art lessons
- \* Library assistance—shelving and covering books
- \* Excursion/Camp supervision
- \* Governing Council
- \* Parents & Friends Committee

If you have any other areas in which you feel you may be able to provide support, please see a teacher or the Principal.



# *Information for Volunteers*

**THE SKY IS THE LIMIT**

**Principal**  
**Cheryl Glenie M.Ed., B.Ed., Dip.T.**  
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**Government  
of South Australia**  
Department for Education  
and Child Development

*Volunteers are an integral part of our school. Your participation in the work of the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you.*

### **RECORD KEEPING**

*We need to know who is in the school at any one time, especially in case of an emergency, so you will be required to log in at the front office, and log out on your departure. Volunteer badges are available beside the log-in book.*

### **STUDENT BEHAVIOUR**

*We expect all people in the school to treat others with respect at all times. If students behave inappropriately, please seek help from the supervising staff member or Principal.*

### **CONVERSATIONS WITH STUDENTS**

*Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.*

### **BEING ALONE WITH STUDENTS**

*All volunteers need supervision appropriate for the work they are performing. For volunteers working with students, the volunteer must be directly supervised at all times. Do not shut or lock a door so that you are in a room alone with a student. Volunteers must be in the line of sight of a staff member at all times.*

### **FIRST AID**

*If a student is ill or injured 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.*

### **PRIVACY AND CONFIDENTIALITY**

*Schools must comply with 'Information Privacy Principles' regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstance or situations of any nature) about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.*

### **WORKPLACE 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, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation and report all injuries and accidents occurring whilst at the school to staff as soon as possible.*

### **SMOKING**

*Smoking is prohibited at all times on school grounds.*

### **HARASSMENT AND BULLYING**

*Under the Equal Opportunity Act, 1984, it is unlawful to subject at student, a fellow employee or a volunteer worker to sexual or racial harassment. The Principal will investigate any reports of harassment or bullying. You may also contact the site WHS Representative.*

*Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name calling, put down jokes, attacks on property, exclusion and physical violence.*

### **TOILETS AND PERSONAL CARE DUTIES**

*Please use the staff toilets do not use student toilets.*

### **HOW TO BECOME A VOLUNTEER**

*To become a volunteer at Riverton Primary School please:*

- \* Complete a Volunteer Expression of Interest form. If suitable work is available volunteers will be contact-ed by a member of staff.*
- \* Undergo a Criminal History Screening if asked to by the Principal.*
- \* Participate in any induction relevant to the volunteer role. This will include Responding to Abuse and Neglect Training for Volunteers.*
- \* Sign a 'Volunteer Code of Conduct Agreement'.*