



RIVERTON PRIMARY SCHOOL

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Volunteer Policy

PHILOSOPHY

At Riverton Primary School we believe that voluntary workers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

SUPERVISION OF VOLUNTEERS

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. This means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or is to assist in toileting, feeding, medicating or supervising students in the sick room. Students should not travel in a vehicle with a volunteer.

Where a volunteer does not have direct contact with students the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the Workplace Health and Safety requirements.

RESPONSIBILITIES OF VOLUNTEERS

Students are a vulnerable group due to their age and lack of life experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect. The safety of children and young people is of paramount concern, and shall not be overridden by any other interests.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with students
- Be involved in personal care of students
- Have unsupervised contact with students during breaks
- Encourage affection from or dependency in students (eg giving presents)
- Have intentional physical contact with students
- Display bullying or intimidating behaviours towards students

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising staff member
- Volunteer access to schools files will be dependent on whether they are also a member of staff
- 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 commitments
- Maintain confidentiality at all times

VOLUNTEER SELECTION PROCEDURES

People wishing to volunteer will, in the first instance, need to talk with the Principal or a teacher. It may not always be possible for the school to provide volunteer opportunities that match the skills, knowledge and interests that potential volunteers offer. The principal or delegate will determine whether suitable work is available for volunteers, based on the "Volunteer Application" form and the needs of the school.

- Site leaders complete the Department 'Checklist for Screening and Assessing Suitability of Volunteers' and the 'Volunteer Site Induction checklist'
- If the Principal does not think the volunteer meets suitability requirements at this point, they do not have to accept the application.
- The potential department Volunteer must sign the declaration on the 'Volunteer Application' Form. If they opt out of signing the declaration they cannot volunteer.

Where opportunities for volunteering exist, volunteers will be provided with induction training relevant to the volunteer role (eg if supporting reading in the class the teacher will let the volunteer know what is expected of the task. Volunteers must sign a volunteer agreement before they commence volunteer work.

The Principal's decision is final in determining whether opportunities for volunteering exist.

CATERGORIES OF VOLUNTEERS

There are two categories of volunteers at Riverton Primary School

GROUP ONE WORKING WITH CHILDREN CHECK REQUIRED	GROUP TWO WORKING WITH CHILDREN CHECK NOT REQUIRED
<ul style="list-style-type: none"> • Camp supervision. • School sleep overs. • Other activities where the site leader believes there is increased risk. • Regularly providing classroom support (listening to reading or other daily class chores) • Library volunteers • Adult work experience students • Those in close contact with students with disabilities • Sports coaches who are not parents/guardians of a child in the team • Parent/Guardian volunteers, if their own child is not involved in the service/activity 	<ul style="list-style-type: none"> • Members of Governing council • Members of Parents and Friends • Guest speakers (one off) • One time support at whole school events such as sports day, walkathon, swimming carnival • Parents/guardians who volunteer in connection with an activity that involves their own child

COST OF CRIMINAL HISTORY SCREENING (working with children check)

For Parent/Care Volunteers in Group one, the school will cover the cost of the screening.

SCHOOL RESPONSIBILITY TO VOLUNTEERS

The school will:

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details
- Provide volunteers with induction including:
 - Responding to Abuse and Neglect Training for Volunteers
 - Workplace Health and Safety procedures
 - Confidentiality requirements
 - Training specific to the area of work
- Match volunteers to work specific to their skills, interest, time commitments and health status
- Make changes to work or time commitments in full consultation with the volunteer
- Have staff available to discuss volunteer concerns.

CULTURAL COMPETENCY AWARENESS

Volunteers must be given cultural awareness information and should be invited to attend any site based training on Aboriginal cultural competency.

NAME BADGE OR LABEL

All volunteers must be given a badge/label that clearly shows they are a volunteer. It must be worn when they are volunteering for the department. It should include their name.

CANCELLATION OF AGREEMENT

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer agreement can be cancelled at the Principal's discretion and where:

- There is no suitable work available
- The Volunteer fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- The Volunteer behaves towards students, parents or staff in a manner deemed inappropriate or improper
- The Volunteer repeatedly fails to meet commitments without notice to the school.

Checked with DfE policy	Term 4 2020
Endorsed by Governing Council	Term 3, 2021
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