

Naracoorte Primary School Volunteer Policy



Updated August 2011

PARENTS and COMMUNITY MEMBERS are encouraged to **assist** and **be actively involved** in the school and classrooms in many ways;

- **Classroom activities** include – reading, preparation of materials, covering of books, excursions and special interests e.g. Cooking, sewing, woodwork, gardening.
- **Helping in the Canteen** – on a regular basis or when you can – see the canteen manager for more details.
- Joining **Parents and Friends** or **Governing Council**
- Becoming a **LAP (Learning Assistance Program) volunteer** and supporting children in their learning.
- Becoming a **Sports Coach** – school teams need coaches in football, cricket and netball to ensure that they can continue – See Deputy for information

VOLUNTEERS AND POLICE CHECKS

It is a DECS requirement that **all adults who will work with students in a voluntary capacity** attending camps, doing LAP, coaching a sports team, working with groups as part of an elective program etc. **undergo a Criminal History Check**. We are happy to photocopy any documents for you here at school.

Police checks that are from the following groups (and are still valid) will suffice:

- DFEEST
- Catholic Police Check Unit
- (or Catholic Education Office)
- Families SA
- SAPOL for SAPOL staff
- Teachers Registration Board of SA



The school needs to photocopy the original letter for our records.

A police check is **valid for three years**.

A budget line has been created to cover police checks done through the school.

Other considerations:

Volunteers will be **assigned a specific staff member** to co-ordinate with. That may be the LAP co-ordinator, deputy or class teacher.

The **suitability** of a volunteer for the assigned role will be assessed by the assigned staff member. Concerns regarding the volunteer will be directed to the assigned staff member.

Volunteers are required to read a **Volunteer Information sheet** and sign a **Volunteer Agreement** before commencing volunteer work at the school.



Volunteer Information

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

The school's administrative staff need to know who is in the school at any one time, especially in case of emergency, so you are required to "sign in" and "sign out" at the front office. "Visitor" badges are available beside the sign-in book.

Occupational Health, Welfare 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.

Do not be involved in any activity which is likely to put you, a student or anyone else at risk.

Please report all personal injuries and accidents occurring whilst at the school, to front office staff as soon as possible.

Privacy and Confidentiality

It is paramount that confidentiality, both on-site and within the community be **strictly adhered to**. Any personal information (including circumstances or situations of any nature, names, addresses, telephone numbers) about students, staff or volunteers that you become aware of during your volunteer work must not be shared, *except in the case of mandated notification*.

Mandated Notification

You, as a volunteer at the school, are legally obligated to report when you suspect a child has been abused or neglected. Please discuss any concerns you have with the child's teacher or any other member of the staff.

Conversations with students

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

Being alone with students

You should be within sight of a member of staff when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student.

Touching Students

Please refrain from unnecessary touching of students unless there is a genuine emergency.

Toilets

Please use staff toilets (in the front office) and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students.

Student Behaviour

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

First Aid

If a student is ill or injured, advise the supervising teacher or front office as soon as possible. **School staff** will provide first aid & comfort to an injured or distressed student.

Emergency Evacuations & Invacuations

Each area has a red sheet displayed indicating where to go in the event of an emergency. If in doubt, please consult your supervising teacher or leadership staff.

Pre-Existing Illnesses or Conditions

If you have any pre-existing illnesses or conditions that may affect your work at the worksite, please inform the school, either the front office or leadership staff. This information will be kept confidential.

Student Medical Conditions

Please check with your student's class teacher as to any medical conditions you may need to be aware of.

If you are unable to attend

If you are unable to fulfil your volunteer obligations, please ring the school on 0887622277. This number has an after-hours answering machine which is checked each morning.

Tea and Coffee

You are more than welcome to use the staffroom and help yourself to tea and coffee. You're also welcome to join us in the staffroom at recess and lunch breaks.

Smoking

Smoking is not permitted in buildings at all, and not on school grounds during school hours.

Hats

During terms 1 and 4, all members of the school are expected to wear sun-safe hats whilst outside. Please model this if your activities take place outside during terms 1 & 4.

School Bell Times

Begins: 8:50am, *Recess:* 10:50 to 11:20am, *Lunch:* 1:00 (eating inside), 1:15pm (outside) until 1:45pm, *End of day:* 3:25pm



Volunteer Agreement

As a volunteer at Naracoorte Primary School:

1. I will **discuss** any concerns in relation to school matters with the appropriate staff member (person in charge of the activity I'm involved in) or with a member of the senior management of the school (principal, deputy, counsellor, co-ordinator).
2. I will keep all school-related matters **confidential** and *under no circumstances* approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the principal, deputy and teachers.
3. I have read both the **volunteer information sheet and Volunteer Policy**, and have discussed any concerns with school leadership or the person in charge of the activity I am involved in.
4. I will abide by the expectations outlined in the **volunteer information sheet**.
5. I understand I am **obligated** to report when I suspect that a child may have abused, injured or neglected and will discuss any concerns with the supervising teacher, principal, deputy or counsellor.
6. I understand my responsibilities regarding **occupational health and safety**.
7. I understand that if I **breach** any of the above agreements, I will no longer be able to work as a volunteer in the school.

VOLUNTEER: _____ Signed: _____ Date: _____

Program involved in: _____ Supervising Teacher/s: _____

Days likely to be in the school: _____ Times: *Before Recess / Recess to Lunch / After Lunch*

Signed by the principal (or delegate): _____ Date: _____

<The volunteer should retain a copy of this agreement, while the original is kept in the school. The school will provide volunteer with a copy of this agreement.>