



## Volunteer Policy and Procedure

### PURPOSE

The purpose of this policy and procedure is to clearly outline the commitment of Yahl Primary School to its highly valued volunteers, and the processes that need to be followed by individuals who wish to become a school volunteer.

### SCOPE

This policy and procedure applies to all individuals who choose to volunteer at Yahl Primary School.

The roles that volunteers can perform in the school context include:

- **Classroom support** - Volunteers support classroom activities when requested by the class teacher. The class teacher provides guidance in regards to the role of volunteers.
- **Transport of students** - Volunteers assist with the transport of students to support their attendance at sporting events, excursions and other school events such as choir. Volunteers are required to provide the appropriate documentation before undertaking this role.
- **Camps and excursions** - Volunteers assist teachers with supervision and student pastoral care needs. A description of activities is provided to volunteers when they are scheduled.
- **Sport** - Volunteers assist with the coaching and management of sporting teams.
- **Governing Council** - Governing Council is a consultative group that meets twice a term to discuss issues pertaining to the operation of the school.
- **Working bees** – Volunteers contribute their time and energy to a range of school development and maintenance projects. Working bees are held on a needs basis.



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## POLICY STATEMENT

Yahl Primary School highly values the contribution of all its volunteers who work in collaboration with school staff to create the best possible learning experience and environment for students.

We understand that volunteers come with a diverse range of interests, knowledge, skills, attributes and time constraints, and that the volunteering experience is the most rewarding when these qualities are matched appropriately to the requirements of particular volunteering roles. To this end, we are committed to creating volunteering arrangements that are mutually beneficial for volunteers and our school.

For our school, the benefits of having a team of enthusiastic volunteers include:

- having access to broader resource base from which to draw positive social, cultural and educational opportunities for our students; and
- facilitating opportunities for greater community participation and parent/care giver engagement with the school involvement.

For our volunteers, the benefits of being involved with our school include:

- having a sense of purpose that enhances their feelings of belonging and happiness; and
- an opportunity to meet new people and to learn new skills.

## DEFINITIONS

### Volunteer

A volunteer is a suitable individual who has been accepted to willingly engage, share their skills and experiences, without payment (other than reimbursement of approved out-of-pocket expenses).

They provide regular or irregular ongoing assistance in a school or educational setting. This might involve direct or indirect contact with children and young people or with their records.

Volunteers work in a position designated by the Principal as a volunteer position.

### Complaint

A complaint means an expression of dissatisfaction about another person's behaviour or actions, or the decisions, services or products provided by the school, or third parties on its behalf.



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## REFERENCES

- Yahl Primary School Grievance Policy and Procedure
- DECD Volunteer Policy  
[https://www.education.sa.gov.au/sites/g/files/net691/f/volunteer-policy\\_0.pdf](https://www.education.sa.gov.au/sites/g/files/net691/f/volunteer-policy_0.pdf)
- Relevant History Screening Information and Online Application  
<https://screening.dhs.sa.gov.au/>
- Principles of Conduct for South Australian Public Service Volunteers  
<https://publicsector.sa.gov.au/wp-content/uploads/26102016-Volunteer-Guideline-Version-5.pdf#page=11>

## RESPONSIBILITIES

The **Governing Council** is responsible for:

- approving the Volunteer Policy and Procedure and any subsequent revisions.

The **Principal** is responsible for:

- presenting the Volunteer Policy and Procedure and any subsequent revisions to the Yahl Primary School Governing Council for approval;
- ensuring that all components of the DECD Volunteering Policy and Procedure are implemented. This includes:
  - using a fair, open and planned approach to recruit suitable volunteers for the school
  - matching the interests, knowledge and skills and attributes of volunteers to volunteering roles within the school
  - ensuring that each volunteer has a clearly written role description
  - ensuring that all volunteers have the information, training and/or resources necessary to enable them to perform their role effectively without creating risks to themselves or to others
  - ensuring that volunteers meet screening and suitability requirements as per the DECD Screening and Suitability - Child Safety Policy and Procedure
  - establishing a volunteer agreement with each volunteer that includes the information needed to make sure they are aware of and understand their obligations to maintain confidentiality and to act in a manner consistent with the Principles of Conduct for South Australian Public Sector Volunteers
  - ensuring that all volunteers participate in an induction process and are clear about their rights and responsibilities in respect to their volunteering role(s), in particular their obligation to immediately inform the Principal if their Relevant Screening History changes after their appointment as a volunteer; and
  - maintaining accurate volunteer management records.



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### RESPONSIBILITIES

All **Teaching Staff** are responsible for treating all volunteers with respect and not asking them to perform any role for which they are not trained to perform, or for which they do not feel physically or mentally comfortable.

All **Students** are responsible for being polite, thankful, and respectful to all volunteers with whom they come in contact. This may be inside their classroom, or during other school events and activities.

All **Volunteers** are responsible for:

- acting in accordance with this policy and procedure and the Principles of Conduct for South Australian Public Sector Volunteers; and
- complying with all instructions given by teachers or the Principal.



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## PROCEDURES

### Relevant History Screening

Relevant History Screening is a screening process undertaken by the Department for Human Services Screening Unit that involves checking a person's criminal history and any other relevant information that is lawfully available to the Screening Unit. Once a person has been approved through this process, the clearance lasts for three years.

Screening is not required for volunteers who:

- volunteer in connection with an activity that involves their own child e.g. volunteering in their own child's class
- make one-off guest appearances such as presentations and concert performances that are supervised by screened staff e.g. teachers
- are involved in one-off events such as sports days, working bees, swimming carnivals and fetes; and
- volunteer on a Governing Council that is not the employing authority of a OHSC service.

Screening is required for volunteers who:

- attend overnight camps or school sleepovers
- are in close contact with students with disabilities in special classes or schools
- are sport coaches and are not the parent/guardian of a child in the team; and
- are involved in activities where their own child is not involved.

If a Yahl Primary School volunteer requires a Relevant History Screening, the school will initiate the application process, then the individual will need to complete the online application form.

### Supervision

The level of supervision of volunteers provided by the school will vary according to the work performed. Because it is not possible to describe all the possible scenarios that could arise regarding supervision, the Principal and staff will make a judgement call as to the relative risks of each situation.

It is recommended that volunteers when working with children, are either visible to a staff member at all times, or can be viewed quickly and easily. Volunteers will not be left alone in a separate classroom or building, or be involved in duties associated with change rooms, sickrooms or toileting.



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### PROCEDURES CONT.

#### Responding to Abuse and Neglect – Education and Care (RAN-EC) Training

All volunteers who provide ongoing assistance at our school must participate in a RAN-EC training session.

An ongoing volunteer can be someone who helps on a regular or irregular basis. This might mean:

- once a week
- once a fortnight
- every day for a term
- once a term; or
- whenever they can fit it in around other commitments.

The RAN-EC session for volunteers can be delivered face-to-face or via an online session. The online training can be accessed through: <https://www.plink.sa.edu.au/pages/signup.jsf>. Volunteers who choose this online option will need to set up an account on this website prior to undertaking the online course (which takes approximately 90 minutes to complete).

During the year the school will offer face to face RAN-EC training sessions for volunteers.

#### Confidentiality and Privacy

During the course of volunteering, some volunteers may be given access to private and confidential information, or experience a behaviour management issue. If so, volunteers are expected to treat this information in a respectful and suitable manner and not discuss it in other forums.

#### Out-of -Pocket Expenses

Volunteers are not required to purchase any items relating to their volunteering role unless it has been previously negotiated with the class teacher/Principal.

If an item is purchased however, volunteers need to keep a receipt of their purchase/s and submit it to our school's finance officer who will reimburse the volunteer as soon as possible.

Money will not be reimbursed if there has been any rewards points or loyalties claimed such as Flybuys and Woolworths rewards.

Purchases made by the volunteer for private use should be recorded on a separate receipt if shopping at the same location. The cost of fuel is generally not reimbursed to volunteers when transporting students.



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### PROCEDURES CONT.

#### Car Travel

Where a volunteer assists with transport of children or students, they must have a current driver's licence, compulsory third party insurance and a registered vehicle.

When a volunteer brings in their driver's licence for checking, the school will also check their vehicle registration by going to the 'ezyreg' website and typing in licence plate details.

If the volunteer's vehicle registration is up-to-date, they will be covered for compulsory third party insurance, by DECD's self-insurance arrangements for volunteers.

Consent for a child to travel in a volunteer's private car must be given by a parent/care giver, prior to travel occurring.

It is not recommended that individual students travel in a car alone with a volunteer.

#### Complaints

If a volunteer has a concern or complaint they must respond in accordance with the Yahl Primary School Grievance Policy and Procedure available on the school website [www.yahlps.sa.edu.au](http://www.yahlps.sa.edu.au) or from the Front Office.

#### Work Health and Safety (WHS)

Yahl Primary School is legally obligated to ensure that the school is a safe environment for all students, staff, parents/care givers, volunteers, contractors and any other third parties.

Volunteers are not expected to perform any role that they do not feel physically or mentally comfortable with e.g. heavy manual work, or responding to a traumatic situation.

If any volunteer of the school has a concern, they must speak to the staff member they are assisting as soon as possible.

Yahl school has a range of WHS practices in place to minimise the risk of harm to any person.

#### First Aid

If a volunteer suffers an injury, or a student they are working with suffers an injury, they are to report it immediately to either the student's class teacher or the Principal.

A basic first aid kit is located in each classroom and the sick room is located in the main office area.



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## PROCEDURES CONT.

### Work Health and Safety (WHS)

#### In-Vacuation

An in-vacuation is one where staff, students and volunteers remain within school buildings.

The need for an in-vacuation will be signalled by short blasts of the siren (more than five blasts). In the event of this being either inappropriate or impossible, a whistle or air horn will be blown in a similar manner. If a volunteer hears an in-vacuation alarm they must:

- immediately move to the nearest classroom with any students they are assisting and report to the class teacher
- stay in the room and seat children on the floor away from windows; and
- obey any instructions given by the teacher/Principal.

#### Evacuation

An evacuation is one where staff, students and volunteers must move to an outside evacuation area.

The need for an evacuation will be signalled by a continuous blast of the siren. In the event of this being either inappropriate or impossible, a whistle or air horn will be blown in a similar manner. If a volunteer hears an evacuation alarm they must:

- immediately move to the evacuation area located on the oval with any students they are assisting and report to the class teacher
- obey any instructions given by the teacher/Principal.

#### Hygiene and Safe Food Practices

Volunteers working with food or in a food preparation area are required to follow food safe procedures and if possible complete the Basic Food Handling training program which can be done online.

#### Duty of Care

Children working with volunteers are expected to display appropriate and respectful behaviour. If a volunteer is concerned about a child's behaviour, they need to immediately speak to the child's teacher.





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### STATUS AND DETAILS

Reference Code:	YPS-POLP:5-V1.2
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Commencement Date:	September 19, 2018
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Authorising Authority:	Yahl Primary School Governing Council
Authorisation Date:	September 18, 2018
Accountable Officer:	Mrs Christine Morrison