

# **Ingle Farm East Primary School**



## **Volunteer Policy**

Endorsed by Governing Council September 2017

Review date September 2020

### ***Rationale:***

- 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.
- We recognise that volunteers bring differing levels of expertise and life skills and provide a broad knowledge base for our students to benefit from. They come from a range of backgrounds that reflect the diversity in the wider community. We are committed to reconciliation and our volunteer programs contribute to making a positive difference in the lives of Aboriginal people, their culture and their values.

### ***The Benefits of Volunteering:***

Volunteers play an integral part in supporting Ingle Farm East and enrich the lives of students enrolled here.

#### **Benefits of volunteers include that they:**

- provide a broader resource base from which to draw positive opportunities for our students
- enhance community participation and parent involvement
- expand the social, cultural and educational outcomes for children and young people
- provide a safer environment for children and young people
- make a positive difference for children and young people

#### **Benefits to volunteers include:**

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

### ***Implementation:***

#### **Site leaders have the responsibility to make sure volunteers:**

- are recruited using an open and planned approach to attract volunteers with relevant interests, knowledge, skills or attributes as required by the DECD site
- are selected based on interest, knowledge and skills or attributes relevant to the role and consistent with anti-discrimination to make sure equal opportunity for all

- are provided with relevant information about the site, their role and the recruitment and selection process
- meet screening and suitability requirements as per DECD screening and suitability child safety policy and DECD screening and suitability child safety procedure (refer to the relevant history screening internet page for further information about screening)
- are advised that if their relevant history changes after their appointment – for example if they are charged or convicted of an offence relevant to risk of harm to children – they are to advise the site leader immediately.

**Site leaders must make sure volunteers:**

- meet expected requirements as per the DECD child protection in schools, early childhood education and care policy which includes being provided with the responding to abuse and neglect – education and care (RAN-EC) induction session for volunteers as a condition of volunteering
- are given the name of a nominated site leader who can provide advice and support to them about any child protection or wellbeing concerns.
- observe work health and safety requirements and undertake any necessary training in order to operate in a manner that will not place at risk the safety of themselves or any other person.

**All site leaders must make sure volunteers are given:**

- clearly written role descriptions – if their role changes during the course of their appointment, the site leader must take appropriate steps to make sure the volunteer is suitable and able to perform the new duties
- the information, training and/or resources necessary to enable them to perform their role effectively without creating risks to themselves or to others
- the necessary information to make sure they are aware of and understand their obligations to maintain confidentiality and to act in a manner consistent with the public sector code of ethics
- a site induction/orientation which includes information about work health and safety requirements relevant to their work.

**Site leaders must make sure volunteers:**

- are allocated an identified volunteer contact person / liaison officer at the site or within the volunteer program
- are given safe, meaningful work in a well-managed workplace
- receive the level of supervision required for them to undertake their assigned role
- are given ongoing support and feedback about their work
- given recognition and thanks respectful of cultural values and perspectives
- know they are expected to observe similar ethical, policy and/or legislative requirements as employees
- are not used where paid employment should be utilised
- are reimbursed for reasonable out-of-pocket expenses incurred as part of their role.

Volunteers participate in many roles that support the work of DECD staff to make sure children and young people are cared for in a safe and positive environment. Some of the roles volunteers participate in education and care sites include student mentoring, participating in fundraising committees, helping in the school canteen, providing education support, coaching sports teams and helping on excursions.

**If you are interested in volunteering for the school please contact the front office to make a time to discuss suitability and roles:**

**Phone: 8264 5166**

**Email: [dl.0925\\_info@schools.sa.edu.au](mailto:dl.0925_info@schools.sa.edu.au)**

**Useful Websites/Links:*****Volunteer Australia***

<https://www.volunteeringaustralia.org/>

***Responding to Abuse and Neglect Online Training***

<https://rantrainingvolunteers.e3learning.com.au/>

***Screening and Suitability– Child Safety***

<https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening>

***Work Health and Safety Policy***

[https://myintranet.learnlink.sa.edu.au/library/document-library/controlled-policies/work\\_health\\_and\\_safety\\_policy.pdf](https://myintranet.learnlink.sa.edu.au/library/document-library/controlled-policies/work_health_and_safety_policy.pdf)

***Child Protection Education and Care Policy***

<https://www.decd.sa.gov.au/doc/child-protection-schools-early-childhood-education-and-care-policy>