

Padthaway School Volunteers Policy

Volunteers can make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers' interests and abilities complement school programs and provide a wide range of interactions and experiences to support student engagement in school and learning.

Selection Procedures for Volunteers

A volunteer's suitability to contribute to the school is assessed using a screening process. This assessment is made in relation to the skills and contributions being offered after checks with referees, and attempts to match volunteer interests and skills with the needs of the school.

All Volunteers require:

- approval by principal before beginning to help on site

Volunteers regularly helping in the school (7 or more times in a year) are required to:

- complete a Working With Children Check
- complete a Volunteer Application Form (through the Front Office)
- sign a Volunteer Agreement before commencing work as a volunteer in the school (through Front Office)
- complete RRHAN training for volunteers

The decision by the school principal is final in determining who is eligible to work as a volunteer at the school. Applicants not accepted for volunteer work will be advised in writing.

School responsibilities to volunteers

The School will:

- ensure regular volunteers are supported with appropriate training
- provide each regular volunteer with a role description
- ensure regular volunteers are appropriately screened as per DECD Volunteer Policy
- facilitate the WWCC check for volunteers when needed
- keep accurate records of volunteers details including training and work details
- match the volunteer with a role
- provide the volunteer with a school contact person for direct contact, questions and support
- ensure volunteers are aware of site work health and safety procedures
- meet their duty of care to students by not leaving a volunteer to work unsupervised with students

Volunteer responsibilities

A volunteer's most important responsibility is in their duty of care to children. All children and young people have the right to a safe, productive and positive learning environment, and all workers have the right to a safe, productive and positive working environment.

Respecting the rights of children means volunteers must not:

- work unsupervised with students
- encourage affection from or dependency in students, eg by giving presents
- Refer all student concerns or behaviour issues to the nominated school contact person.
- Comply with check in / check out procedures for volunteers – eg arrival, departure, name badge
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of Agreement

If any concerns arise, opportunities to remedy the area of concern will be initiated by the school liaison person. A volunteer's agreement can be cancelled at the Principal's discretion where a volunteer

- fails to follow requirements outlined in the volunteer policy and mentor core training
- behaves in a manner deemed inappropriate or improper towards students, parents or staff
- repeatedly fails to meet commitments without notice to the school.