Volunteer Policy

RATIONALE
Voluntary workers make a significant contribution to the school community by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students. We acknowledge and appreciate the invaluable service of volunteers.

VOLUNTEER SELECTION PROCESS
At the beginning and at specific times during the year, staff members will approach the school community for volunteers to help with the various support and learning aspects at the site. Volunteers play many roles which can include small group crafts, helping manage resources, listening to reading, coaching or assisting with sporting activities, kitchen, garden, canteen, training students for SAPSASA events, umpiring netball, etc.

Volunteers have a responsibility for students’ welfare. Therefore, it will be necessary to attend a volunteer induction meeting as required.

Aspects of induction include:

- Requirements of people working with students, eg. Drug policy, Sunsmart policy, student care and welfare, confidentiality, etc.
- Work Health & Safety issues.
- Responding to Abuse and Neglect (Mandatory Reporting) requirements of DECD employees and volunteers.
- Possible ways of working with students.
- Possible forthcoming T&D opportunities.
- Raising concerns.
- Signing of the Pimpala Primary School Agreement form.
- Child Related Employment Screening – Dept for Communities & Social Inclusion
- Sports coaching
THE SCHOOL’S RESPONSIBILITIES TO VOLUNTEERS

- School staff will treat Volunteers according to the Pimpala School Values – Responsibility, Respect, Communication, Excellence and Friendship.
- Their contributions will be recognised and valued through special events, informal and formal celebrations.
- A staff member will be allocated to supervise a volunteer where appropriate, in each of the areas he/she works.
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer’s area of work or time commitment will be made with full consultation.
- Supervising staff members will be available to discuss volunteers’ concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

VOLUNTEERS’ RESPONSIBILITIES

- Respect and abide by the Pimpala Primary School Values – Responsibility, Respect, Communication, Excellence and Friendship.
- The volunteer’s most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of 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 or physical neglect.
- A volunteer must not be affected by drugs or alcohol.
- Respecting the rights of children means volunteers must not:
  - Work unsupervised with students.
  - Be involved in toileting students or assisting with change rooms/sickrooms.
  - Encourage affection from or dependency in students eg by giving presents.
  - Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student).
  - Display bullying or intimidating behaviours towards students.

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising staff member.
- Maintain appropriate levels of confidentiality as described in their induction.
- Sign the Volunteers Folder at the Front Office on arrival and departure.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfill their volunteer commitment.

CANCELLATION OF AGREEMENT

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer’s agreement can be cancelled at the Principal’s discretion. When a volunteer has a concern he/she should follow the grievance procedure.