O'Sullivan Beach School
(implemented 2nd February 2012)

Volunteer Policy

Rationale:
Voluntary workers make a significant contribution to our 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 programmes, thus providing a wider range of interactions and experiences for students. We acknowledge and appreciate the invaluable service of volunteers.

Volunteer Selection Procedures:

1. O'Sullivan Beach School Community.
At the beginning of each year, staff members will approach the school community for volunteers to help with the various support and learning aspects at our school. Volunteers will be asked to list their interests; their expertise and the ways that they would like to help our students and our school. This could include small group craft/lunch time activities, helping manage resources (library, making resources etc), working on 1:1 in LAP (Learner Assisted Programmes), listening to reading, working in our Stephanie Alexander Kitchen Programme, assisting with sporting activities (eg SAPSASA events, umpiring/coaching after school sports etc) and so on.

Volunteers offering to assist in programmes where students are involved have a particular responsibility for students' welfare. Therefore, they will need to attend a volunteer induction meeting each year. Volunteer meetings will be held at the beginning of each term, so that volunteers are able to be inducted for work in our school throughout the year.

Aspects on induction include:
- requirements of people working with our students (eg drug policy, hat policy, student care and welfare, confidentiality etc)
- Occupational Health, Safety and Welfare issues
- Mandatory reporting requirements of DECD employees and volunteers
- volunteers indicate their preferred ways/areas of expertise for working with students
- possible ways of working with students
- signing of the DECD/O'Sullivan Beach School formal agreement form

2. Local Community Volunteers: people who live in our community, but have no direct involvement with our school (ie not a parent/guardian/grandparent/carer of a current student)
- A community volunteer makes contact with our school
- this person is asked to submit a formal application providing background information, names of 2 referees and signed confidential declaration
- the applicant will be invited to an interview with the Principal, who will contact the names referees and may also contact unnamed referees, although the applicant must be informed
- A police Check may be required if this is considered by the Principal to be necessary
- attend induction training as above in section 1.
- sign the official agreement form
- the Principal has the right to discontinue the process at any time.

3. Community Service Workers
- It is recommended that at present, community service workers will not undertake work at our school.

Note: The Principal has the final decision regarding who may work as a volunteer at our school.
O'Sullivan Beach School's Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Volunteers will be provided with full induction training that, dependent upon level (see below) may include:
  - mandatory reporting
  - Occupational Health Safety and Welfare Procedures
  - Duty of Care responsibilities to students
  - Confidentiality requirements
  - Training specific to the area of volunteer work
- 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

- 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/sick rooms
  - Have unsupervised contact with students during break times
  - Encourage affection from or dependency in students (eg present giving, hugs etc)
  - Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)

Volunteers' must:

- Follow the authorised instructions from supervising staff members.
- Refer all student concerns or behaviour to the supervising staff member.
- Maintain appropriate levels of confidentiality as described in their induction.
- Sign the time book for volunteers on arrival and departure.
- Wear the provided name badge at all times.
- Notify our school as early as possible if they are unable to fulfil their volunteer commitment.
- If working with food, hygiene and food handling is of the utmost importance and all volunteers must follow appropriate food handling procedures (ie washing hands, wearing clean clothes and appropriate aprons/gloves/hair nets etc.)
  - For the best interests of the health, safety and well being of all our students, volunteers may be asked to attend to issues relating to personal hygiene when working with food.
Cancellation of Agreement:
When concerns arise about volunteers, 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 procedures.

Volunteers check levels:

Activities that a volunteer cannot undertake:
- sleeping in a cabin, dormitory or tent with students without another adult
- supervising in the change room for swimming (unless there are 2 adults in the change room)
- work 1:1 with a student in an isolated area (a room/space that does not have passing traffic or without a line of vision from supervising teacher)

Special situations:
Tutors:
Registered teachers who are private tutors will be listed by name on a tutor register which will include the name of the student being tutored, location and time of tutoring, the tutor's Teacher Registration number and the name of the leader sighting the registration.

High risk level definition:
As these are volunteers who work predominately 1:1 with a student, they will need to complete full induction and sign a volunteer agreement and declaration before commencement. They will sign the volunteer register in the front office and wear their name badge.

Working 1:1 with students in open areas:
- Learning Assistance Programmes (LAP)
- Listening to reading, teaching computing skills, PE skill development
- tutors who do not hold current Teachers Registration
- Volunteers in our Stephanie Alexander Kitchen Garden Programme (Kitchen and Garden)

Medium risk level definition:
This group comprises of volunteers who predominately work with a small group of students. They will need to sign a volunteer agreement at the outset, then sign the volunteer register held in the area/classroom from which and when they collect students and badges.

Working with a group of 2 or more students:
- working with student groups - eg craft, ICT, research etc
- canteen - working with a group of students trained to help in the canteen during break times
- sports coaches/managers/umpires as long as they are not in a 1:1 situation with another's child. The register for this group will be on the basis of the assumption that the coach, umpire or manager is present at each designated practise and match throughout the season. It will be the responsibility of that coach, umpire or manage to inform the Principal if he/she is not present on a particular occasion.
- transporting students to events in private car (this practise is not approved by our school. It can only be done with permission from parents for particular drivers on the basis of friendship arrangements between parents)
- going on excursion in coach/bus/train/ transport with the whole group and teacher/s
- going on camp provided that the volunteer does not share a cabin or tent with students, without a staff member present.
**Low risk level definition:**
This group comprises of volunteers who work in and around our school, with no direct contact with students. They will need to either sign the volunteer register in the front office or to be held in the area at which they will be working or be included in the minutes of the particular meeting.

**Working in a school project, not with students.**
- Governing Council and sub committees
- working bees
- computer/word/data processing
- library/resource centre work
O'Sullivan Beach School
Volunteer Declaration

Name:_________________________________________________(print in block letters)

Address:_____________________________________________________________________________

Please tick and write 'yes' in the right hand column of one of the boxes below:

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<th>1.</th>
<th>I am aware of the special responsibilities associated with working with students. I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude my working with or near students.</th>
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<td>2.</td>
<td>I am aware of the special responsibilities associated with working with students. I declare that there are no circumstances or reasons that might preclude my working with or near students but I do have a criminal record. The nature of that record is outlined in the attached confidential envelope.</td>
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<td>3.</td>
<td>I am aware of the special responsibilities associated with working with students. I declare that I have a criminal record and/or that there are other circumstances or reasons that might preclude my working with/near students. The nature of this criminal record and, or other circumstances or reasons, is outlined in the attached confidential envelope. This record has been signed and dated by me.</td>
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I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify information provided.

Signature:  

Date: