

## **VOLUNTEER POLICY**

**Whyalla Special Education Centre seeks to provide a safe and secure environment for all students and staff.**

### **PROCEDURES FOR THE MANAGEMENT OF VOLUNTEERS**

#### ***Philosophy***

We believe voluntary workers can make a significant contribution to the school community by giving their time, sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for students.

#### ***Supervision of Volunteers***

All volunteers need supervision appropriate for the work they are performing. For volunteers working with the students, the volunteer must be directly supervised at all times. This means that the staff member can quickly and easily view the volunteer from within their work area. No volunteer is to be left in a separate classroom or building or is to assist in toileting, feeding, medicating or supervising students in the sick room. Volunteers are not to transport students.

Where a volunteer does not work directly with students, the level of supervision will be negotiated between the volunteer and the supervising staff member, with due consideration given to all relevant guidelines such as the Workplace Health and Safety requirements.

#### ***Responsibilities of Volunteers***

Students at our site are a vulnerable group, 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/physical neglect. The safety of children and young people is of paramount concern, and shall not be overridden by any other interests.

For volunteers, respecting the rights of children and young people means they must:

- Follow the time table and duties set by the school.
- Record tasks, time in and out in book provided
- Refer all student concerns or behaviour issues to the supervising teacher
- Refer all requests to access school files to the supervising teacher
- Wear the provided badge at all times
- Notify the school as early as possible if they are unable to fulfil their volunteer commitments
- Follow the direction of staff
- Maintain confidentiality at all times

Volunteers must not:

- Work unsupervised with students
- Be involved in personal care of students
- Have unsupervised contact with students during breaks
- Encourage affection from or dependency in students, including giving presents
- Have intentional physical contact with students
- Display bullying or intimidating behaviours towards students

### **Categories of Volunteers**

There are two categories of volunteers at Whyalla Special Education Centre:

GROUP 1 DCSI CRIMINAL HISTORY SCREENING REQUIRED	GROUP 2 DCSI CRIMINAL HISTORY SCREENING NOT REQUIRED
<ul style="list-style-type: none"> <li>• Members of Governing Council</li> <li>• Camp supervision</li> <li>• Classroom support</li> <li>• Library volunteers</li> <li>• Excursion supervision</li> <li>• Bike, yard maintenance</li> <li>• RDA</li> </ul>	<ul style="list-style-type: none"> <li>• Guest speakers</li> <li>• Work experience students</li> <li>• One time support at whole school events such as sports day, swimming carnival</li> <li>• Participation in working bees</li> </ul>

There may be volunteers that provide services other than those identified in the above lists. It is the Principal's responsibility to assess the need for a Criminal History Screening Check based on the DECD Criminal History Screening Policy Guidelines and the likely risks including the regularity and proximity of contact with students.

### **PLEASE NOTE THAT THE DCSI CRIMINAL HISTORY SCREENING IS THE ONLY ACCEPTED SCREENING**

At Whyalla Special Education Centre all volunteers working during school hours are to complete Reporting Abuse and Neglect (RAN) training and update the qualification on line when required. The school can advise when this training can be accessed.

### **Volunteer Selection Procedures**

People wishing to volunteer will, in the first instance, need to complete the 'Volunteer Expression of Interest Form'. It may not always be possible for the school to provide volunteer opportunities that match the skills, knowledge and interests that potential volunteers offer. The Principal or delegate will determine whether suitable work is available for volunteers, based on the Expression of Interest form and the needs of the school.

Where opportunities for volunteering exist, volunteers will be required to complete induction training, Criminal History Screening and sign an agreement before they commence volunteer work. Induction training will occur at the discretion of the school.

The Principal's decision is final in determining whether opportunities for volunteering exist.

### ***Cost of Criminal History Screening***

The school will advise people wanting to volunteer the best way to manage this process. The school is under no obligation to pay for DSCI criminal history screening.

### ***School Responsibility to Volunteers***

The school will:

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details
- Provide volunteers with induction including:
  - Work place Health and Safety procedures
  - Confidentiality requirements
  - Training specific to the area of work
- Match volunteers to work specific to their skills, interest, time commitments and health status
- Make changes to work or time commitments in full consultation with the volunteer
- Have staff available to discuss volunteer concerns
- Provide clear direction of role and responsibility

### ***Cancellation of Agreement***

When concerns arise about a volunteer, opportunity to remedy the concerns will be offered if appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and / or where the volunteer:

- Has no more suitable work available
- Fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- Behaves towards students, parents or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the school.

Attachments:

Volunteer Expression of Interest

Whyalla Special Education Centre – Volunteer Agreement

25/10/2016 To be reviewed 2 yearly