



COOMANDOOK AREA SCHOOL

Striving to Make the Difference

VOLUNTEER POLICY

Ratified June 2024

Review in June 2026

Respect

Honesty

Persistence





VOLUNTEER POLICY

For all Volunteers working within the school and preschool (NQS 4.2)

PHILOSOPHY

We welcome volunteers as an integral part of our school. Their participation in the work of the school is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure the volunteers' involvement with the school is a rewarding experience. The following information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnerships with volunteers. Volunteers who have close contact with students, e.g. sports coaches, Kitchen Garden volunteers, and those who assist at camps and other similar activities, will receive training and extra information where necessary e.g.: specific skills, safe practices and medical conditions. We support volunteer participation and aim to ensure their safety and the safety of children, young people and staff.

VOLUNTEER SELECTION PROCEDURES

Volunteers for work at the school will be assessed by the Principal in consultation with the teaching staff, for their suitability. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to attend induction training and sign both an agreement and confidential declaration form on the commencement of their volunteer work.

Volunteers offering to assist in programs where students are involved may be asked to provide:

- Details of qualifications, experience, and other information relevant to the program.
- Consent to a police check/criminal screening.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.

The Principal's decision is final in determining who is eligible to work as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

SEQUENCE OF STEPS FOR VOLUNTEERS

1. Make informal contact with the School to ascertain the school needs re volunteers.
2. Apply to the school providing background information, referee details and signed confidential declaration.
3. If required, undertake DCSI Screening Application. The applicant must provide copies of documents to accrue 100 identification points.
4. Attend induction training – including Responding to Risks of Harm, Abuse and Neglect – Education and Care training (RRHAN- EC) – if required
5. Sign the volunteer agreement form.



THE SCHOOL'S RESPONSIBILITIES TO VOLUNTEERS

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided with full induction training that will include information on:
 - Mandatory reporting (RRHAN-EC)
 - Occupational Health Safety & 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 qualifications, skills, interests, time commitments and health issues.
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers will be available to discuss volunteer's 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/physical neglect.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with students
- Be involved in direct toileting of students
- Have unsupervised contact with students
- Encourage affection from or dependency in students
- Have intentional inappropriate physical contact with students
- Display bullying or intimidating behaviours towards students

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising teacher.
- Refer all requests to access school files to the supervising teacher.
- Sign the time book for volunteers on arrival and departure.
- Wear the appropriate clothing for the work.
- Wear the provided name badge at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

CANCELLATION OF AGREEMENT

When concerns arise about a volunteer, opportunity 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 and 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.



VOLUNTEER AGREEMENT

As a volunteer at Coomandook Area School I agree to:

1. Work as a volunteer in the area/s of
2. Discuss any concerns in relation to school matters with the appropriate staff member or a member of the senior management of the school.
3. Keep all school related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the school. I understand this is the responsibility of the Principal.
4. Abide by the terms and conditions detailed in the Volunteer Policy.

As a Volunteer

- I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, occupational health safety and welfare procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
- I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed:

Name:.....

Date:

SCHOOL PRINCIPAL (OR DELEGATE)

Signed:

Name:.....

Date:

Title:

