

VOLUNTEERS RESPONSIBILITIES

When working with children, volunteers are expected to exercise an appropriate duty of care and fulfill their responsibilities with respect to Responding to Abuse and Neglect.

- Volunteers will not be involved in the toileting of students
- Volunteer's contact with students is limited to their particular negotiated responsibilities
- Volunteers should understand and respect their responsibilities relating to confidentiality
- Volunteers should sign the Volunteers Book on arrival and departure at the office
- For out of hours volunteers (eg sports coaches) a register of the usual schedule of their involvement is kept
- Volunteers need to notify the school as early as possible if they are unable to fulfill their volunteer commitment
- Volunteers, when working with a child, need to be closely supervised and in close proximity to a staff member

- Inappropriate forms of affection or physical contact should not occur
- Children should be afforded appropriate respect, and issues of concern with regard to behaviour and learning, referred to the supervising teacher
- To maintain a positive relationship with the supervising staff member (any grievances should be managed using our school grievance procedures)
- To pay \$15 for the Child Related Employment Screening.

If concerns arise about a volunteer, feedback and support will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion.



GOLDENGROVE
Primary School

Opening doors to unlimited possibilities

Procedures for the Management of Volunteers



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Procedures for the Management of Volunteers



BACKGROUND

At Golden Grove Primary we believe that volunteers make a significant contribution to the school community, and consequently student learning, by giving their time and sharing their skills and exper-

tise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and expertise for students.

The DECD (Department of Education and Child Development) requirement for volunteers who are engaged in the following:-

- Overnight camps/school sleepovers/ billeting
- Working one on one with other people's children
- Acting as a coach or manager of teams or groups of children
- Working in the Resource Centre, canteen, management or offices
- Being a member of school committees
- Having a DCSI (Dept of Communities & Social Inclusion) Child Related Screening

Overview of Processes Used to Approve Volunteers

At Golden Grove Primary we will exercise our right to expect all volunteers to participate in a criminal history check.

In summary it is expected that all volunteers are involved in the following:

- Consent to obtain personal information via the Child Related Employment Screening. This document is available from our office.
- Complete the Volunteer Agreement, including the names of two referees
- Attend a Volunteer Training Session at Golden Grove Primary School.

As of January 1, 2015 DECD has mandated that volunteers will not be allowed on a school site or attend excursions, camps etc if they do not have a valid and current DCSI Child Related Screening.



Golden Grove Primary School's Responsibilities to Volunteers

- A staff member will be allocated to supervise each volunteer
- Accurate records will be kept of each volunteer's training
- Volunteers will be provided with induction and training as appropriate
- Supervising staff will be available to discuss volunteers concerns as they arise
- Supervising staff will meet their duty of care to students by supervising any situation where volunteers are working with students
- Informing volunteers of any changes to school routines that may impact on them.

