



Information for Volunteers at Mil Lel Primary School

Thank you for offering to support our school as a volunteer. Our school's volunteers are involved in a wide range of programmes and services including coaching sporting teams, helping children in class activities and membership of parent groups such as Governing Council and Parent Club. The purpose of this booklet is to provide you with information regarding your role as a volunteer at our school. If you have any queries or concerns, please make a time to speak with me.

Regards,
Suze

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The Department have updated its screening policy to make it easier for parents and guardians to volunteer their time. From 2016, parents and guardians volunteering in schools to support their own child's education will no longer need to undertake relevant history screening. Screening will still apply to all DECD employees, volunteers working with children with disabilities and people (including parents and caregivers) attending overnight camps and sleepovers. DECD have developed an online screening tool at www.decd.sa.gov.au that will clarify the requirements for people seeking information about volunteering in schools and pre-schools.

Child Protection

The Children's Protection Act requires The Department's staff and volunteers to notify the Department for Families and Communities, through the Child Abuse Report Line (131 478) if they suspect on reasonable grounds that a child has been or is being abused or neglected. Our school will provide an information session each year that details this process. Volunteers will also receive a handbook that accompanies this session.

Confidentiality and privacy

During the course of volunteering, some volunteers may be given access to private and confidential information, or as mentioned above, experience a behaviour management issue. If so, volunteers are expected to treat this information in a respectful and suitable manner and not discuss it in other forums.

Out of pocket expenses

Volunteers are not required to purchase any items relating to their role unless it has been previously negotiated with the class teacher/principal. If this occurs volunteers are required to keep a receipt of their purchase/s and provide it to our school's finance officer who will reimburse the volunteer as soon as possible. Purchases made by the volunteer for private use should be recorded on a separate receipt if shopping at the same location. The cost of fuel is generally not reimbursed to volunteers when transporting students.

Supervision

The level of supervision of volunteers will vary according to the work performed. It is not possible to describe all possible scenarios that could arise regarding supervision: staff will need to make a judgement call as to the relative risks of each situation. It is recommended that volunteers, when working with children, are either visible to a staff member at all times or can be viewed quickly and easily. It is not suggested that volunteers be left alone in a separate classroom or building, be involved in duties associated with change rooms, sickrooms or toileting.

Record Keeping

Schools are required to maintain accurate volunteer management records. We request the following information from our volunteers:

- Relevant History Screening documentation
- Confirmation that the volunteer has accessed the child protection information session and received the accompanying handbook.
- Current drivers licence, car registration and compulsory third party registration sighted (copy kept on file for the school).

Work Health Safety and Wellbeing

Volunteers are not expected to perform a role that they are not comfortable with, e.g. heavy manual work. If they have a concern, then they must speak to the teacher/principal who they are assisting. Our school has a range of practices in place that you need to be aware of, these include:

First Aid

A first aid kit is located in the sick room (located in the office/admin area). If a volunteer is working with a student who requires first aid, they must consult with the class teacher/principal. A display that shows students who have known medical conditions is on display in the Staff Room.

In-vacuation and Evacuation Procedures

In-vacuation

- Continuous ringing of the school siren.

- All students and adults are required to enter their classroom (not the Art Room or Library). Roll count to be completed.
- Follow up action to be decided by the principal/teacher in charge.

Evacuation

- Intermittent ringing of the school siren.
- All students and adults are required to move to the top oval (near the tennis courts) where a roll count will be completed.
- Follow up action to be decided by the principal/teacher in charge.

Hygiene and Safe Food Practices

Volunteers working with food or in a food preparation area are required to follow appropriate instructions/information on display in this area: our Art Room.

Injuries and incidents

If a volunteer suffers an injury, or a student they are working with suffers an injury, they are to report it immediately to either the child's class teacher or principal.

Machinery

Volunteers are not to use grounds equipment (e.g. chainsaw, mowers) without speaking with the principal or grounds person.

Duty of Care

Children working with volunteers are expected to display appropriate and respectful behaviour. If a volunteer is concerned about a child's behaviour, then they need to immediately speak to the child's teacher.

Car Travel

Where a volunteer assists with transport of children or students, they must have a current driver's licence, compulsory third party insurance and registered vehicle. When you bring in your driver's licence, we can check your vehicle registration at the same time by going to the 'ezyreg' website and typing in your licence plate details. If your vehicle registration is up to date, you will be covered by compulsory third party insurance. Parent consent for their child to travel in a private car must be sought and it is not recommended that individual students travel in a car alone with an adult.

Insurance

The government's self-insurance arrangements are available to volunteers. Any liability to a third party arising from the action or advice of a volunteer acting in accordance to their instructions is treated as if the action or advice were that of an employee. Further information can be obtained from: 'Standard 1 Volunteers in Government Agencies Appendix 1 –

Insurance arrangements' from the Commissioner for Public Employment. The Legislation and Legal Services Unit, 31 Flinders Street, Adelaide 5000.

Role Description

The role of volunteers can vary, with all volunteers expected to display appropriate behaviour and follow the guidelines explained in the Induction booklet. For our school, volunteers mainly assist in:

- Classroom Support

Volunteers support classroom activities when requested by the class teacher. The class teacher provides guidance in regards to the role of the volunteer.

- Transport of students

Volunteers assist with transport of students to support their attendance at sports events, excursions and other school events such as choir. Parents are required to provide the appropriate documentation before undertaking this role.

- Camps & Excursions

Volunteers assist teachers with supervision and student care needs. A description of the event is provided to volunteers as these events occur.

- Sport

Volunteers assist with coaching and managing of sporting teams.

- Governing Council & Parent Club

Governing Council is a consultative group that meets twice a term to discuss issues pertaining to the school. Parent Club is an active group involved in fundraising, supporting the students with lunch orders and also meet twice a term.

- Working bees

Working bees are held on an as needs basis.

Complaints

If a volunteer has a concern or complaint they are to refer to our school's website where the following information is located:

- 'School grievance policy' and 'Making a complaint' process.

Reviewed 2017
To be reviewed 2019

