



IMMANUEL PRIMARY SCHOOL

A School of the Lutheran Church

"Building Foundations for Life"

Saratoga Drive, Novar Gardens 5040



SCHOOL VOLUNTEERS POLICY

RATIONALE

Immanuel Primary School believes that voluntary workers can make a significant contribution to the school community by giving their time and sharing their God-given skills, talents and expertise with others. The interests and abilities of volunteers add significantly to the human resources available to a school, thus providing a wider range of interactions, opportunities and experiences for students.

Underlying Principle:

The safety and well-being of each child must be the paramount consideration in every situation.

(See statement from Child Protection Policy).

At Immanuel volunteers work in a number of different areas including; coaches/managers of sporting teams, camp assistants, canteen supervisors and some excursions.

People who assist with classroom routines such as listening to reading or assisting with art lessons etc are considered to be helpers due to the direct supervision provided by paid staff and therefore do not come under the umbrella of this policy.

Some volunteers may from time to time be placed in unsupervised situations where they are working with students in accordance with church and school policy. These volunteers are required to complete a Volunteers Details Form, which is kept on file.

The Principal or nominee is responsible for the induction of volunteers.

VOLUNTEER SELECTION PROCEDURE

Volunteers are actively encouraged to partake in school activities and will be invited to do so. Volunteers will be assessed for their suitability to work at the school by the Principal, Deputies and staff. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

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

1. Attend an interview
2. Participate in induction training
3. Complete a :
Volunteers detail form;
Application for National Police Certificate (PD 267) and;
Volunteer agreement form
4. Make themselves available to attend training based on the Lutheran Church of Australia's Training Manual and presented by an LCA approved facilitator, to make them aware of the LCA's Valuing Safe Communities (dealing with sexual abuse)

Ratified August 2010

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 verbally or in writing.

SEQUENCE OF STEPS FOR VOLUNTEERS

1. Make informal contact with the school to ascertain school needs regarding volunteers or respond to a request from a staff member.
2. Apply to the school by accessing the forms required from Front Office, Police Station or from Website www.immanuelps.sa.edu.au (via the volunteer's policy)
3. Upon successful processing of forms attend an interview
4. Attend induction training that reflects the needs and responsibilities of each individual volunteer
5. Sign agreement form

Regular volunteers will be encouraged to take part in LCA's Valuing Safe Communities and Mandatory Notification training.

THE SCHOOL'S RESPONSIBILITY TO VOLUNTEERS

- A staff member will be allocated to supervise (directly or indirectly) 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 a Volunteer sticker
- Volunteers will be provided with full induction training that will include:
 - Mandatory reporting
 - OHS&W procedures
 - Duty of Care responsibilities to students
 - Confidentiality requirements
 - Training specific to area of volunteer work

VOLUNTEERS' RESPONSIBILITIES

The volunteer's most important responsibility relates to his/her duty of care to children.

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

- Have unsupervised contact with students during break times
- Be involved in toileting students or assisting with change rooms/ sickrooms
- Encourage affection from or dependency in students eg by giving gifts
- Have intentional physical contact with students
- Display bullying or intimidating behaviours towards students
- Initiate out of hours contact

Volunteers must:

- Become familiar with and support the school's First Aid and Occupational Health Safety and Welfare policies;
- Refer all student concerns or behaviour issues to the supervising teacher;
- Wear the provided Volunteer sticker label at all times;
- Notify the school as early as possible if they are unable to fulfill their volunteer commitment.

Volunteers are requested to take note of the following Attributes of the PYP Profile and Attitudes.

Care - show sensitivity towards the children and teachers

Knowledgeable - know what to do

Communicate- with teachers and students and other volunteers

Principled – be fair and honest and be aware of the need for confidentiality at all times

Commitment – to students and teachers at all times

Cooperation –with students, teachers and other volunteers at all times

Cancellation of agreement

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered where ever possible. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

1. Has no more suitable work available
2. Fails to follow requirements outlined in the Volunteer Policy and elaborated via induction training and informal conversation with the supervising teacher;
3. Behaves towards students, parents or staff in a manner deemed inappropriate or improper; or
4. Continually fails to meet commitments without notice to the school.

POLICE RECORD CHECK PROCEDURE

Ratified August 2010

To request a National Police Certificate For *Eligible* Volunteers

The volunteer obtains a National Police Certificate (NPC) PD 267 application form from a police station, or website www.police.sa.gov.au



The volunteer completes the NPC application form, and submits it at any Police Station where their identity is confirmed.



The NPC application form is endorsed by the school confirming that the person is an eligible volunteer.

The LCA SA/NT District Volunteer Organisation Authorisation Number (VOAN) is provided on the application form



A National Police Certificate is issued to the volunteer.
(Preferred method)



The volunteer produces the NPC to the school
(this can only be sighted, not photocopied or retained)



The volunteer retains the National Police Certificate for further volunteering or employment.

***Vulnerable groups include: children, aged, frail and disabled.**



Ratified August 2010



VOLUNTEER AGREEMENT FORM & DETAILS

At Immanuel Primary School we are very fortunate to have a large number of parents, grandparents and community volunteers who are prepared to spend time assisting students in a variety of fashions. For their many hours of work we are most grateful.

Being a volunteer in any of these areas carries certain responsibilities which are:

- caring for children,
- communicating with students and teachers
- knowing what to do
- carrying out confidentiality at all times
- commitment and cooperation with students and teachers at all times

Full Name: _____

Address: _____ Post Code: _____

Telephone Number: (H) _____ (W) _____ (M) _____

Area of Interest:

Experience or other relevant information relating to area of interest:

DECLARATION:

I am committed to upholding the responsibilities shown above. I am familiar with the schools First Aid & Occupational Health Safety and Welfare Policies, support them in full and agree to promote them during my time as a volunteer.

I am aware of the special responsibilities associated with working with students from Immanuel Primary School.

I agree to 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.

I agree to abide by the terms and conditions detailed in the Volunteer Policy.

I understand that if I breach any of the above declarations my services as a volunteer may be terminated.

I further acknowledge that this completed form will be kept on file.

I agree to take all reasonable steps to protect my own health and safety while on school property. I agree to support & uphold the school's Mission, Vision and Values Document.

I declare that there are no circumstances or reasons that might preclude my working with or near students.

Have you ever been charged with a criminal offence involving children, dishonesty or violence? YES/NO

I acknowledge that this completed form will be kept on file.

I declare that I am a fit and proper person of good character. Below are two referees who will attest to my good character (eg: previous or current employer, doctor, lawyer, JP, teacher, etc).

Referee 1 (Previous or Current Employer)

Full Name: _____

Position/Occupation: _____

Address: _____

Telephone Number: (H) _____ (W) _____ (M) _____

Referee 2

Full Name: _____

Position/Occupation: _____

Address: _____

Telephone Number: (H) _____ (W) _____ (M) _____

VOLUNTEER

Signed: _____

Name: _____

Date: _____

PRINCIPAL (OR DELEGATE)

Signed: _____

Name: _____

Date: _____