

INTRODUCTION

The welfare of our students is our highest priority. Consequently, we are providing the following information to ensure that we exercise our responsibility for the protection and safety of our students, and to inform you of our requirements.

Additional information will be provided by us as required.

STUDENT BEHAVIOUR

As a volunteer you should be expected to be treated with respect and courtesy at all times. If students behave inappropriately, you should tell them that the behaviour is offensive or inappropriate. If the behaviour persists, please seek help from the supervising staff member or senior staff.

RECORD KEEPING

The school's staff need to know who is in the school at any one time, especially in cases of emergency. We ask volunteers to report to the supervising staff member on arrival.

PRIVACY & CONFIDENTIALITY

Strict provisions under the Privacy Act prohibit the release of information for a purpose not intended when the information was collected.

It is important that any personal information about students, staff and volunteers that comes to your notice during your volunteer work is not shared, unless it relates to

mandatory notification of child abuse requirements. This includes names, addresses, telephone numbers, circumstances or situations of any nature. We ask that you do not make comments about the use of individual teaching methodologies or student behaviour management practices.

Refer all concerns and/or requests for access to files and records to the supervising teacher or senior staff.

NOTIFICATION OF CHILD ABUSE

Under the *Children's Protection Act, 1993*, you are obliged by law to notify the Family and Youth Services Department [FAYS] if you suspect that a child has been subjected to abuse. This is done by telephoning the Child Abuse Report Line on 131 478.

We advise that you discuss your suspicion with the Principal first. Your suspicions about the perpetrator of the abuse, could relate to anyone with whom you come into contact, for example, a fellow volunteer, teacher or a parent.

Definitions of abuse:

Physical Abuse

"Physical abuse is not-accidental physical injury inflicted upon a child"

Sexual Abuse

"Sexual abuse is any sexual behaviour imposed on a child under the age of eighteen"

Emotional Abuse

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development"

Neglect

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development"

The law does not require that you prove your suspicions, as that is the role of Family and Youth Services. Your identity as a notifier will remain confidential.

If you suspect that someone is stepping over the bounds of a normal adult/student relationship, please speak to the Principal.

SEXUAL AND RACIST HARASSMENT AND BULLYING

Under the *Equal Opportunity Act [SA] 1984*, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

At this school it is the responsibility of the Principal to investigate any reports of sexual or racist harassment or bullying. We also have staff who will maintain absolute confidentiality, listen sympathetically and explain the complaint procedures to you. Staff representatives to contact have been identified and we ask you to ask for assistance when required.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put down jokes, attacks on property, exclusion and physical violence.

CONVERSATIONS WITH STUDENTS

Please remember that you will become a role model to the students who observe you. Any topics of conversation should be above reproach.

BEING ALONE WITH A STUDENT

Please ensure you are within sight of a member of staff when working with an individual student. Never lock a door so that you are locked in with a student. You will not be required to "mind" a class in the absence of a teacher.

TOILETS

Please use the staff toilets only and not those allocated for student use. You will not be required to assist with the toileting of students, nor with first aid and change-room activities.

OCCUPATIONAL HEALTH SAFETY & WELFARE

The school is responsible for providing a safe working environment. You are asked to:

- take reasonable responsibility for your own health and safety while you are at school
- familiarise yourself with emergency procedures for evacuation.
- report all personal or student injuries and accidents to a staff member.
- Take special care when lifting heavy objects. Practice team lifting and refer to the Manual Handling Training Policy.
- not be involved in any activity that is likely to put you, a student or anyone else at risk. Prior consultation with relevant staff is advised if you are uncertain.
- refrain from smoking at all times in school buildings or in the grounds during school hours.

INSURANCE

The *Volunteers Protection Act 2001* protects volunteers from personal civil liability for an act or omission done or made in good faith and without recklessness in the course of carrying out volunteer duties. Claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools are managed by the Department in accordance with uniform public sector guidelines. Further information is available from the Principal or DETE's **Administrative Instructions and Guidelines**.

POLICIES AND GUIDELINES

A range of policies and documents relevant to the school's operations can be found on site ... please ask a staff member. The DETE web site is also a useful information source:

<http://www.schools.sa.gov.au>

Walkerville Primary School

INDUCTION INFORMATION

for

VOLUNTEERS

Thank you for taking the time to read the information contained in this brochure. Your participation in the work of the school is greatly appreciated and we want to ensure that your involvement will be a safe and fulfilling experience for all concerned. Do not hesitate to speak with the Principal or another member of senior staff if you require further information.