

INFORMATION FOR VOLUNTEERS

Sexual and racist harassment, and bullying

Under the equal opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

The principal or senior staff will investigate any reports of sexual or racist harassment or bullying.

Harassment and bullying consists 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.

Reimbursement of out-of-pocket expenses

School staff will provide you with information about the type of out-of-pocket expenses that you will be reimbursed for and the procedure for requesting reimbursement. Through the normal course of volunteering you will not be expected to purchase resources.

The exchange of gifts

Respecting the rights of children means volunteers must not encourage affection from or dependency in students. One way this must be avoided is by not giving gifts to children. This relates to any item exchanged that is outside of the approved activities in the school curriculum. Remember, you are already giving your best gift, the gift of your time.

Work health and safety (WH&S)

For the purposes of work health and safety, volunteers have the same rights and responsibilities as workers. You will be required to complete an induction before starting your volunteering role which will be provided to you by the appropriate personnel.

You are also responsible for taking care of both your own health and safety. You will be informed of emergency procedures, identified hazards and control measures. You are required to report all hazards, accidents and injuries that you may have sustained whilst on site. You must cooperate with any reasonable DfE policy or procedure relating to health or safety at the workplace that has been notified to workers. You will be informed of your responsibilities in relation to using government equipment and services (including use of email, the internet and information technology security).

Please do not hesitate to seek assistance with WH&S from school staff. Remember, your safety is of utmost importance.

Insurance

As a volunteer, you are covered by the government's self-insurance arrangements, which cover personal accidents for volunteers who are carrying out volunteer duties at the direction of the site leaders or governance body. The principal can assist volunteers with insurance enquiries.

Complaints procedure

Should a dispute arise, it is important that problems are brought to light early and resolved using the correct process and procedures. As a volunteer, you have a right to open and fair access to grievance processes and to be fully informed of your rights.

DfE sites are responsible for ensuring all volunteers are made aware of their grievance policy and procedures. All volunteers have the right to have their grievances heard, respected and dealt with in a professional, efficient and fair manner.

Signing in and out

DfE sites are responsible for maintaining accurate records on each day that volunteers participate at the site as well as records of the students working with volunteers. When you arrive and leave the school, you must 'sign in' and sign out' using the visitors sign in system in the front office. The school sign in system will automatically generate you a sticker, please wear it at all times when on the school grounds.

The school is required to keep personal details of volunteers including full name, address, date of birth and emergency contact information. This information will be kept confidential.

Smoke-free workplace policy

A reminder that the *Smoke Free Workplace Policy* prohibits smoking at all government facilities including in all schools, buildings, structures, outdoor areas and government vehicles. This also includes on-site car parks, and therefore you cannot smoke in any vehicle (including private cars) if they are located on-site or being used to transport children or others as part of your volunteering.

Support is available for those who wish to quit smoking at www.quitsa.org.au or phone Quitline on 13 78 48.

Enjoy your volunteering and thank you



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Government of South Australia
Department for Education

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Volunteers are an integral part of our school. Your 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 your involvement is a rewarding experience.

Volunteer engagement

Volunteers are engaged to complement the work of paid staff, not replace them. Volunteers must not be asked to perform tasks:

- they are not trained for
- that put themselves or children in potentially vulnerable or unsafe situations
- where there is a conflict of interest.

Types of roles/volunteer opportunities

There are many ways you can volunteer. You can:

- help with reading and writing
- join governing council or a management committee
- mentor a child or young person
- provide support with camps and excursions
- coach sporting teams
- help in the garden and improve the grounds
- help in the library
- join the Friends of Walkerville

School obligations to volunteers is to provide

- support with obtaining the DCSI screening / DHS Working With Children Check
- The Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) induction for volunteers to be conducted online
- sufficient and appropriate training and site orientation
- meaningful work, appropriate direction, and supervision
- to be provided with a safe and well-managed workplace
- to be kept informed of anything that would affect the volunteering role
- regular opportunities for feedback, recognition and support
- to have explained to you the expectations about personal conduct and interactions with children and young people
- to be given a Volunteer Agreement to read and sign
- the site to adhere to confidentiality and privacy principles.

Your obligations to the school

As a volunteer you are expected to:

- ensure children and young people benefit from what you have to share
- undertake the job you have agreed to perform
- be open to change and ready to learn new skills
- adhere to the boundaries as outlined in the protective practice guidelines
- be respectful to others and respect the rights of children
- talk to a nominated staff member about any concerns you have about a student's welfare
- be reliable and accountable for your actions
- adhere to confidentiality and privacy principles
- cooperate with the Department for Education (DfE) policies and procedures including work health and safety requirements
- cooperate with others
- respect property, materials and equipment
- read, sign and adhere to the conditions set out in the Volunteer Agreement.

Mandatory screening process

You will need to obtain a Working With Children Check through the Department of Human Services (DHS) Screening Unit. Information is available from the school front office and a staff member will assist you if required. You cannot start volunteering until a letter of clearance from the DHS has been provided to the school.

Mandatory training

Before you begin your volunteering role, you will be required to complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) induction for volunteers. You must undertake the online training through <https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care>

Professional boundaries

As a volunteer within DfE, you are expected to maintain professional boundaries with children and young people. You must not exchange personal details such as phone numbers, email addresses, social networking profiles or anything similar.

For more information, please refer to the *Protective practices guidelines for staff working or volunteering in education and care settings* or download a copy at www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf

Volunteer agreement

The principal will provide you with a Volunteer Agreement, which both parties are required to sign. Copies of the signed agreement will be kept at the school and you should also keep a copy for your own records.

Being alone with students

Volunteers must be appropriately supervised. The level of supervision will be different for each role. If a volunteer works directly with children or students a staff member must be able to quickly and easily see the volunteer at any time from their own work area. For example, a volunteer can work in a corridor or play area as long as they can be quickly seen by the staff member in a nearby room.

Touching students

Please refrain from touching students unless there is a genuine emergency.

Toilets

Please use the staff toilets, and do not enter toilets allocated for student use.

First Aid

If a student is injured or ill, please advise the supervising teacher or front office as soon as possible. Our first aid officer or other staff member will provide first aid/comfort to an injured or distressed student, and contact parents if necessary.

Conversations with students

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

Student behaviour

Everyone in the school community is expected to treat each other with respect and courtesy at all times. As a volunteer, you are not expected to tolerate offensive and inappropriate behaviour. If a student is acting inappropriately, please seek the assistance of a staff member who is responsible for behaviour management.

Privacy and confidentiality

All DfE sites must comply with privacy and confidentiality principles regarding the use and release of information. Volunteers need to be aware that any personal information (including names, addresses, telephone numbers, circumstances or situations) about students, staff and other volunteers that you become aware of during your volunteering must not be shared.