



Volunteer Policy

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Government of South Australia
Department for Education

At Felixstow Community School volunteers are an integral and valuable part of our school and we are fortunate to have many volunteers working across the school in different areas. Volunteers have a wide range of interests and abilities that compliment school programs, thus providing a wider range of interactions and experiences for students.

CATEGORIES OF VOLUNTEERS

At Felixstow Community School there are two categories of volunteers:

GROUP ONE DCSI Criminal History Screening Required	GROUP TWO DCSI Criminal History Screening NOT Required
Parent volunteers, if their own child is not involved in the service or activity	One-off guest appearances such as presentations and concert performances that are supervised by screened staff – eg teachers
Those in close contact with students with disabilities in special classes or schools	Parents involved in one off events such as sports days, working bees and whole of school events including a swimming program which their child is attending
Parents or guardians attending overnight camps or school sleepovers	
Parents or guardians volunteering on a governing council that is the employing authority of an out of school hours service (OSHC).	
Tertiary students and supervisors	

There may be volunteers that provide services other than those identified in the above lists. It is the Principal's responsibility to assess the need for a Criminal History Screening Check based on the Department for Education Criminal History Screening Policy Guidelines and the likely risks including the regularity and proximity of contact with students.

PROCESS TO BECOME A VOLUNTEER (non-parent)

To become a volunteer, you will need to complete the following steps:

STEP	DESCRIPTION	PROCESS
1	Volunteer Enquiry	Volunteer completes 'Expression of Interest' form available from the front office
2	Interview	Interview with Principal (if non-parent)
3	Referee Check	If the volunteer is not known to the school
4	DSCI Criminal History Check if required	1. Volunteer to speak to Gillian Hodges or Di Larter-Conway regarding the online process
5	RAN Training	After consultation with the site leader volunteers must complete the RAN-EC online induction session for volunteers through the PLINK portal.
6	Role Description	Once clearances and training are completed the volunteer is required to sign the role description.
7	Training Provided	Any site-specific training that is required for the volunteer (eg literacy or numeracy programs)
STEP	DESCRIPTION	PROCESS
8	Induction	Checklist including WH&S Induction needs to be completed annually
9	Volunteer Code of Conduct Agreement Signed	Agreement to be signed by both the volunteer and a school representative
10	Details recorded on EDSAS	Admin Officer
11	Complete 'Approved Volunteer Checklist'	Admin Officer

12	'Approved Volunteer' Identification Pass	Admin Officer to create
13	Volunteer Commencement	Volunteer signs in and collects identification pass on arrival and sign out and return pass when leaving
14	Ongoing Support and Supervision	Information for volunteers will be available through the website and school newsletters.

SCHOOL RESPONSIBILITY TO VOLUNTEERS

The school will:

- Ensure volunteers are supervised appropriately
- Keep accurate records of volunteer training and work details
- Provide volunteers with induction training including:
 - Responding to Abuse and Neglect Training for Volunteers
 - Workplace Health and Safety procedures
 - Confidentiality requirements
 - Training specific to the area of work
- Match volunteers to work specific to their skills, interest, time commitments and health status
- Make changes to work or time commitments in full consultation with the volunteer
- Have staff available to discuss volunteer concerns
- Provide a role statement

While we greatly value the support of all volunteers, the school may, at times, choose to refuse the ongoing assistance of some volunteers. Some reasons for this may include:

- Breach of confidentiality
- Inappropriate or improper behaviour towards students, parents or staff
- Lack of suitable tasks

VOLUNTEER RESPONSIBILITIES (all volunteers)

The following list provides a guide to the responsibilities of a volunteer at Felixstow Community School:

- Volunteers need to sign the Visitor Sheet on arrival and departure.
- Volunteers need to wear the provided volunteer lanyard at all times.
- 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).
- Volunteers should refer all student concerns or behaviour issues to the supervising teacher.
- Volunteers will not be involved in the toileting of students.
- Volunteers contact with students is limited to their particular negotiated responsibilities.
- Volunteers should understand and respect their responsibilities relating to confidentiality.
- Volunteers need to notify the school as early as possible if they are unable to fulfil their volunteer commitment.
- Volunteers, when working with a child, need to be in close proximity to a staff member.
- Volunteers work under the guidelines of [Protective practices: guidelines for staff working or volunteering in education and care settings \(PDF 507KB\)](#). Inappropriate forms of affection or physical contact should not occur and will be dealt with appropriately by the site leader.

TYPES OF VOLUNTEER ACTIVITIES

- Listening to reading
- Helping with art or craft
- Accompanying a class on a local walk
- Working in the garden
- Helping at Sports Day
- Accompanying classes on excursions
- Helping at swimming
- Working in the Library (covering books, shelving etc)

- Governing Council or associated committees
- Running Children's University activities
- Supporting class cooking activities
- Coaching or managing sports teams
- Running learning activities in consultation with class teachers
- Organising and running morning/afternoon teas
- Attending working bees
- Other negotiated activities

RELEVANT ASSOCIATED DOCUMENTS

1. Volunteer Expression of Interest form
2. Volunteer Induction Checklist
3. Volunteer Agreement
4. [Protective practices: guidelines for staff working or volunteering in education and care settings \(PDF 507KB\).](#)