



## 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 programs 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,

Stephen.

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## **Criminal History Screening Check**

A Criminal History Screening is required for all volunteers that perform such roles as:

- Attending any overnight camps/school sleep overs.
- Working one to one with children or working in close proximity to children on a regular basis.
- Acting as coach or manager of teams or groups of young children.
- Working in canteens or offices etc.
- Accepting a position on governing council or parent club.

Our school will support parents/volunteers in completing the documentation for a Criminal History Screening including the payment.

A person will not be accepted as a volunteer if they have been convicted of violence or any offence relating to children.

Criminal history screenings are not required for one off guest presentations such as guest speakers, concert performers or for attendance at one-off events such as sports days, working bees and other whole school events.

## **Child Protection**

The Children's Protection Act requires DECD 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 re-imburse 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:

- Criminal 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).

## Occupational Health, Safety and Wellbeing

Volunteers are not expected to perform a role that they are not comfortable with, eg. 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 Emergency Procedures.**

In-vacuation

- Continuous ringing of the school siren.
- All students and adults are required to enter the Library where a roll will 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 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 eg. chainsaw, mowers without speaking with the principal or groundsperson.

## 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:

Role	Description
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	Governing Council is a consultative group that meets twice a term to discuss issues pertaining to the school.
Parent Club	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.