



BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 1 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

Volunteer Information

Process for new SPW Volunteers


Tick these as you complete each step:

- Complete the SPW Volunteer Agreement Form
- Complete a Working With Children Check (*see Section 8*)
- Complete RAN Training (*see Section 9*)

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 2 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

Contents

1	Introduction.....	3
2	Who are the Volunteers?.....	3
3	Volunteer Selection Process.....	3
4	Volunteer Requirements.....	3
5	SPW’s Responsibility to Volunteers	3
6	Volunteers’ Responsibilities	4
7	Cancellation of Agreement.....	4
8	Obtaining a Working With Children Check.....	4
9	Responding to Abuse & Neglect (RAN)	5
10	Volunteer Information.....	5
10.1	Record Keeping.....	6
10.2	Student Behaviour.....	6
10.3	Privacy & Confidentiality	6
10.4	Communication	6
10.5	Being Alone With Students.....	6
10.6	Toilets	6
10.7	First Aid.....	6
10.8	Physical Contact with Students	6
10.9	Responding to Abuse & Neglect.....	7
10.10	Sexual & Racial Harassment & Bullying	7
10.11	Workplace Health & Safety	7
10.12	Emergency / Evacuation	7
10.13	Smoking	8
10.14	Policies & Guidelines	8
11	School Map.....	8
12	Further Information.....	10

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 3 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

1 INTRODUCTION

As the care and protection of students is paramount, St Peter's Woodlands Grammar School has a strong commitment to the development of a safe and well-ordered learning environment. We comply with legislative requirements, in relation to child protection, including the Children's Protection Act of 1993 and this policy aims to ensure a safe environment for all.

Within this context, we have developed this SPW Volunteer Policy, as we believe that voluntary workers are making a significant contribution to this School community.

2 WHO ARE THE VOLUNTEERS?

Any person, who donates their time to work at the School and is having direct contact with, or works in the presence of students, is considered a volunteer.

3 VOLUNTEER SELECTION PROCESS

Volunteers will be assessed for their suitability to work at the School by the Principal / Nominee. This assessment is made in relation to the skills and contributions being offered and only after verification of the person's good character.

4 VOLUNTEER REQUIREMENTS


Persons wishing to become a volunteer at SPW are required to:

1. Complete a Volunteer Agreement Form relating to qualifications, experience and including names of referees
2. Agree to undertake a Working with Children Check (WWCC) at no expense to the applicant or hold a current (not due to expire within six months) Teacher Registration Certificate or a current WWCC or DSCI Screening Check.
3. Undertake appropriate induction training, as necessary
4. Complete an online Responding to Abuse & Neglect course.

The Principal / Nominee's decision in determining eligibility to work as a volunteer at SPW is final.

5 SPW'S RESPONSIBILITY TO VOLUNTEERS

- A staff member will be allocated by the Principal/Nominee as the volunteer's supervisor in each area that he/she works. This will normally be the staff member that the volunteer works alongside, unless otherwise advised
- Accurate records will be kept of a volunteer's training and work details, as per point 3 above
- Volunteers may be provided with induction training that could include:
 - Workplace Health & Safety training
 - Duty of Care responsibilities
 - Confidentiality requirements
 - Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's work will be made only after consultation with the volunteer
- Supervising SPW staff, the Director of Human Resources, and the Principal / Nominee will be available to discuss a volunteer's concerns, should they arise

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 4 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

- The School will notify the volunteer, in advance, when their WWCC Screening is due to expire.

6 VOLUNTEERS' RESPONSIBILITIES

Volunteers are expected to ensure that:

- they are not alone with a student out of the sight of an SPW staff member
- they are not involved in toileting students, or assisting in change rooms and sick rooms
- they do not have intentional physical contact with students
- they do not display intimidating behaviour towards students
- they speak positively to students
- they refer all student concerns or behavioural issues to the supervising teacher
- they refer all requests to access School files through the supervising teacher
- they sign in and out at Front Office on arrival and departure (during School hours)
- they wear the allocated volunteer badge (during School hours)
- they notify the School as early as possible should they be unable to fulfil their commitment

7 CANCELLATION OF AGREEMENT

If concerns arise about a volunteer, opportunities to remedy the problem will be offered where appropriate. A Volunteer's Agreement can be cancelled at the Principal/Nominee's discretion and where the volunteer:


- has no more suitable work available
- fails to follow requirements outlined in this Policy
- behaves towards students, parents or staff, in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the School

8 OBTAINING A WORKING WITH CHILDREN CHECK

- Read these Policies and Procedures and then complete the accompanying Volunteer Agreement Form.
- Complete an on-line Working With Children Check (WWCC). This is issued by the DHS Screening unit and will be initiated by SPW. (Note: If you hold a current WWCC, or a DSCI check issued before 1 July 2019 which has more than six months before expiry, and can provide the original document, this will also be accepted.)
- Once SPW has initiated the application, the applicant will receive an email from the DHS Screening Unit providing login instructions. The applicant can then complete their application online. If you have any queries, or concerns, please refer to the Working With Children Check Procedure and the Working With Children Check Guidelines for details on how to complete the online application.
- More information can be found here <http://screening.sa.gov.au>

100-point Identification Check

100 points of ID is required when applying for WWCC Screening. Overleaf are the types of documents that can be used and their point value.

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 5 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

POINT VALUE	CATEGORY A (ID Documents)
70	Passport – current Birth Certificate original or Extract copy Citizen Certificate - original/certified copy
40	Drivers Licence Proof of Age Card Public service employee ID card Tertiary Education ID Card
POINT VALUE	CATEGORY B (ID Documents)
40	Centrelink Card Firearms Licence/Shooter's Licence Veteran Affairs Gold Card
35	Mortgage documents Lands Titles Office Records
25	Proof of name change e.g. deed poll, marriage certificate Medicare Card Seniors Card Bank Statements, Council Rates Notice Credit, Bank and Debit cards Electoral enrolment card Insurance renewal Motor Vehicle Registration Utility accounts Rent records

9 RESPONDING TO ABUSE & NEGLECT (RAN)


All SPW volunteers are required to complete the online course for Volunteers via the link below. All information about the course can be found on the website.

<https://www.plink.sa.edu.au/pages/signup.jsf>

If you are currently a teacher, RAN training required as part your teacher registration satisfies this requirement. Upon completion of the training course, provide a copy of your certificate (printed or emailed) to the School.

10 VOLUNTEER INFORMATION

Volunteers play an important role at SPW. 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 and worthwhile experience. The following information is provided to inform you of your role and to ensure our students are safe and protected, as well as to strengthen our partnership with you. Volunteers who have close contact with students, e.g. sports coaches, reading volunteers, canteen volunteers, and those who assist at camps or excursions, will receive training and extra information where necessary e.g. specific skills, safe practices and information on students who have medical conditions, all of which is discussed in confidence with you.

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 6 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

10.1 RECORD KEEPING

We need to know who is in the School at any one time, especially in case of emergency. You will be required to "sign in" and "out" and will be provided with a volunteer lanyard that must be worn at all times. This lanyard is to be returned when you sign out.

- If you are undertaking duties **on site** (ie not leaving SPW grounds), please sign in/out at Front Office and collect your Volunteer lanyard there.
- If you are attending **an excursion or local walk** (ie where you will be leaving the SPW grounds), please report to the organising teacher/staff member to sign in/out. They will provide you with a Volunteer lanyard.

10.2 STUDENT BEHAVIOUR

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, you should remind them of the correct behaviour and help them make the right choice. If the behaviour continues, please seek help from the supervising staff member or class teacher.

10.3 PRIVACY & CONFIDENTIALITY

Schools are required to comply with Australian Privacy legislation regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about students, staff and volunteers of which you become aware during your volunteer work must not be shared, unless it is required by law e.g. it is relevant for reporting alleged child abuse. Please avoid making any comments about the use of individual teaching methodologies, student behaviour or specific students to other people.

10.4 COMMUNICATION

Please remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be appropriate to the age with which you are working and of a professional manner.

10.5 BEING ALONE WITH STUDENTS

To ensure your safety and the safety of our students, you should be within sight of a member of staff/adult when working alone with an individual student. Do not shut or lock a door so that you are in a room alone with a student. You will not be required to mind a class in the absence of a teacher.

10.6 TOILETS


Please use the staff toilets, and do not enter toilets allocated for student use. You will not be required to assist with the toileting of students, nor with sickroom duties.

10.7 FIRST AID

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

10.8 PHYSICAL CONTACT WITH STUDENTS

Please avoid unnecessarily touching students unless there is a genuine emergency, as this can be seen as inappropriate in some cultures as well as making the children feel uncomfortable.

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 7 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

10.9 RESPONDING TO ABUSE & NEGLECT

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify Families SA if you suspect that a child (under the age of 18) has been abused or neglected. Also this is supported by the following guiding principles of the National Safe Schools Framework (Australian Government Department of Education, Science and Training, 2003). This is done by telephoning the Child Abuse Report Line on 131 478.

If you require any advice you can contact the following organisations: Child Protection Services at the WCH on 8161 7346 or Flinders Medical Centre on 8204 5485. Do not question those involved as this could compromise an investigation. The law does not require that you prove your suspicions, but it does require that you report them. Please consult the Principal or member of the Executive Leadership Team for advice if you feel the need.

Definitions of abuse:

- Physical Abuse - "Physical abuse is any physical injury inflicted upon a child."
Sexual Abuse - "Sexual abuse is any sexual behaviour imposed on a child."
- 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."

All Volunteers at SPW are required to have undergone RAN training (see section 9, above).

10.10 SEXUAL & RACIAL HARASSMENT & BULLYING

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racial harassment. The Principal or other members of the Executive Leadership Team will investigate any reports of sexual or racist harassment or bullying.

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.


10.11 WORKPLACE HEALTH & SAFETY

The School is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the School. Special care is needed when lifting heavy objects. Please do not become involved in any activity which is likely to put you, a student or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation (can be found by the door of each room) and report all risks observed, injuries and accidents occurring whilst at the School, to the staff member responsible for that activity as soon as possible.

10.12 EMERGENCY / EVACUATION

In the event of an emergency requiring evacuation, there may be an initial "alert tone" which is a repeated series of long beeps. If you hear this tone, stay calm and identify your nearest exit. Be ready for further sounds. If the tone changes to a repeated 'whooping' alarm, evacuation is required. The tone will activate throughout School buildings and you will be required to evacuate to the designated assembly points along the perimeter fences of the nearest School Playing field (either Mackenzie or Braested) or as directed by a Warden. The all clear will be signalled by a continuous blast of the siren.

In the event of an emergency requiring a 'lock down' of the premises, there will be a signal which is the song "Home Among the Gumtrees". In the event you hear this song played, you will be required to lock yourself in a safe room or building, close all blinds and curtains, turn off all lights and ensure the doors are locked or act as directed by a Warden. Remain in lockdown mode, even if the song ceases, until you hear the all clear. The all clear will be signalled by a continuous blast of the siren.

BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 8 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

If you discover an emergency situation outside of business hours, you should raise the alarm by breaking the glass and activating the fire alarm button, and then evacuate to the ground floor and await the arrival of the emergency services.

10.13 SMOKING

Smoking is not permitted in buildings or School grounds.

10.14 POLICIES & GUIDELINES

A range of policies and documents relating to the School and its operation can be found on the SPW website www.spw.sa.edu.au. These include Child Protection Policy, Bullying and Harassment policy, Camps and Outdoor Education Policy, Privacy Policy, Volunteer Policy, First Aid Policy, WHS Policy, Emergency Evacuation Policy, Critical Incident Policy, Behavior Policy.

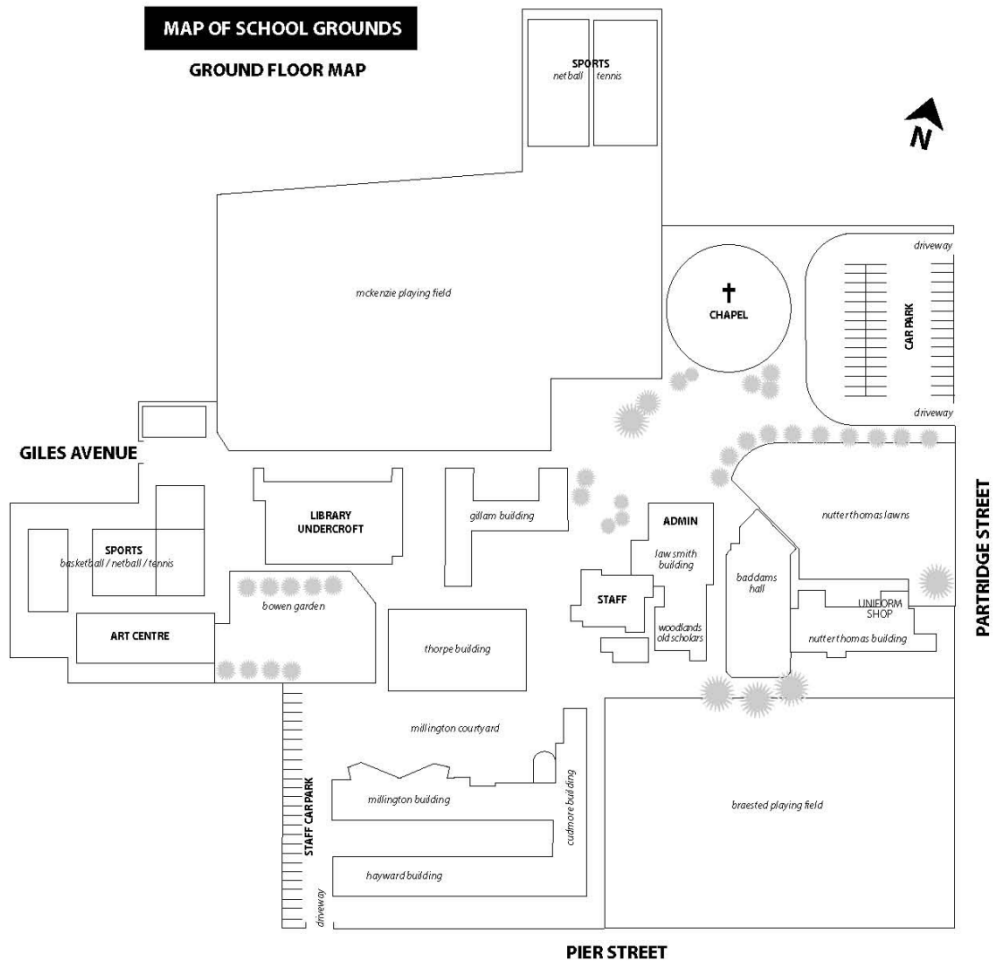
Any policies, procedures or guidelines relating specifically to your volunteer role will be discussed with you by your SPW supervisor.

11 SCHOOL MAP

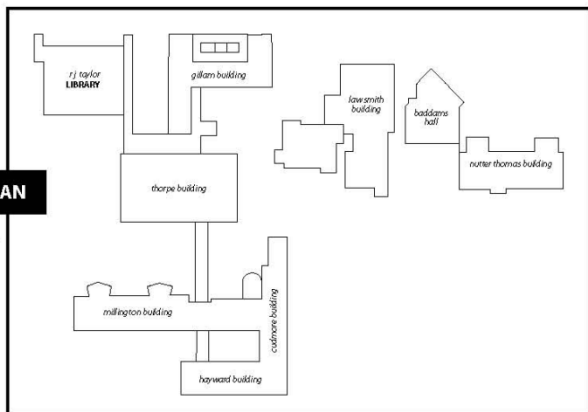
See Next Page.




MAP OF SCHOOL GROUNDS
GROUND FLOOR MAP



FIRST FLOOR PLAN
UPPER LEVEL



BOOKLET	
Title: VOLUNTEER INFORMATION	
Authorised by: Principal	Page Number: 10 of 10
No.: HR-VOLUNTEER INFO	
Issue Date: March 2014	
Last Reviewed: August 2019	
Next Review Date: August 2022	

12 FURTHER INFORMATION

Thank you for your offer of help, it is greatly appreciated. Please take the time to read this information and if you have any concerns or require further information please don't hesitate to contact the Principal, Deputy Principal, Human Resources Manager or Heads of School.

Competent Persons (The following persons are trained and authorised to advise on this procedure)	
Name:	Title:
Kate Hockley	Director of Human Resources
Ali Stubbs	Front Office

Relevant Legislation

Children's Protection Act 1993

Related Policies

HR-46 Volunteers
 PRIN-04 Child Protection
 PRIN-03 Bullying and Harassment
 CURR-25 Outdoor Education
 PRIN-10 Emergency
 PRIN-07 Critical Incidents
 WHS-44 Workplace Health & Safety
 WHS-13 First Aid Injury Illness & Medications
 Behavior Policy
 Privacy Policy

Related Procedures & Standard Operating Procedures

HR-46-01 Processing and Administration of Volunteers
 HR-46-02 Using Volunteers
 HR-46-03 WWCC Screening Process

Related Forms & Checklists

FORM Volunteer Agreement

Related Safe Work Practices & Guidance Notes

HR-GUIDANCE NOTE-46-A WWCC Screening Guidelines – Applicants Process
 HR-GUIDANCE NOTE-46-B WWCC Screening Guidelines – Requesting Officer Process

PRINCIPAL (Signature)	DATE