

POLICY

Title: **Volunteers**

Authorised by: **Principal**

No.: **HR-46**

Issue Date: **Sept 2017**

Last Reviewed: **August 2019**

Next Review Date: **August 2022**



SPW
EARLY LEARNING AND
PRIMARY EDUCATION

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1 INTRODUCTION

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 DEFINITIONS

Volunteers - A 'volunteer' is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers are not considered employees of the School.

3 ROLES AND RESPONSIBILITIES

The School will:

1. Allocate a Staff member as selected by the Principal/Nominee, to supervise a volunteer in each of the areas they work. This will normally be the staff member that the volunteer works alongside, unless otherwise advised.
2. Maintain accurate records of Volunteer work details and training.
3. Provide Volunteers with induction and training (where required) including;
 - o Responding to Abuse & Neglect
 - o Workplace Health and Safety
 - o Confidentiality requirements
 - o Duty of Care responsibilities
 - o Training specific to the area of work
4. Ensure volunteers are matched with work that is suitable to their skills, interest, time commitments and health status.
5. Consult with the volunteers if any change to their work is to be made.
6. Ensure supervising SPW staff, Director of Human Resources and the Principal/Nominee are available should the volunteer wish to discuss any concerns that may arise.
7. Notify the volunteer in advance when their Responding to Abuse & Neglect training or Working With Children Screening Check (WWCC) is due to expire.

Volunteers will:

1. Complete a Volunteer Agreement Form relating to qualifications, experience and including names of referees.
2. Agree to undertake a WWCC Screening at no expense to the applicant or hold a current (not due to expire within six months) Teacher Registration Certificate or Police Identity Card, clearly stating the purpose relates to working with children
3. Undertake appropriate induction training, as necessary
4. Complete the online Responding to Abuse & Neglect course via the AISSA website.
5. Ensure they are not alone with a student out of the sight of an SPW staff member
6. Ensure they are not involved in toileting students, or assisting in change rooms and sick rooms
7. Ensure they do not have intentional physical contact with students
8. Ensure they do not display intimidating behaviour towards students
9. Ensure they speak positively to students
10. Ensure they refer all student concerns or behavioural issues to the supervising teacher

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11. Ensure they refer all requests to access School files through the supervising teacher
12. Ensure they sign in and out as per the Volunteer Information booklet.
13. Ensure they wear the allocated volunteer badge (during School hours)
14. Ensure they notify the School as early as possible should they be unable to fulfil their commitment

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

4 FURTHER INFORMATION

Further information regarding this Policy is available from any member of the HR Team.

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

Related Other Documentation

BOOKLET Information Booklet – Volunteers

PRINCIPAL (Signature)	DATE