

VOLUNTEER POLICY & GUIDELINES

St Justin's Primary School seeks to provide a safe, open and nurturing learning environment for all students. The school acknowledges the value that volunteers play in a variety of learning, school based and community activities and actively encourages their participation.

To ensure the safety and wellbeing and protection of all students, St Justin's Parish Primary School, ensures that all of our policies and practices embed a child-safe culture that has zero tolerance for child abuse. Our recruitment, screening, induction, ongoing monitoring and assessment for volunteers align with our Child Safety Policy and our Child Safety Code of Conduct and adhere to the requirements of Clause 10 of Ministerial Order No. 870 (Volunteers).

St Justin's Primary School takes its commitment to maintaining a 'child safe' environment for all students and young people seriously and implores that all members of the school community, including volunteers, work with them to achieve this.

DEFINITION

Volunteer: Any unpaid individual who provides support in educational, sporting, extra curricula or school community activities to the school. Their assistance is provided under the direction and supervision of identified school representatives.

Child Connected Work: Work authorised by the School's Principal, members of the Leadership Team or the School Board performed by an adult in the school environment while children are present or are reasonably expected to be present.

PROCEDURE

Any parent, members of the school board, P & F, pre service teachers, individual on work placement or any other person, who wishes to volunteer their services to the school must ensure they participate in the school's volunteer screening and induction procedures.

RECRUITMENT AND SCREENING OF VOLUNTEERS

All volunteers must have:

- Provided evidence (driver's license/Medicare card/passport) of personal identity
- Provided a valid Working with Children Check (WWCC)
- Responded to Volunteer Application questions
- Completed two Referee Report for Volunteers that affirm that volunteer's suitability for working with children

At the beginning and throughout the year all prospective and new parents will meet with the Principal and/or Deputy Principal as part of our regular interview process. A Record of Interview will be completed at this time.



INDUCTION

All volunteers will:

- Be given a copy of the St Justin's Child Safety Policy, Child Safety Code of Conduct and Role Description of Volunteer and asked to read and abide by it
- Meet with the Principal, Deputy Principal or one of the leaders of the school to ensure that volunteers know the job requirements, duties and responsibilities

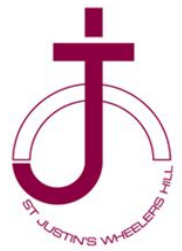
VOLUNTEER CODE OF CONDUCT

- Never work in isolation with a student.
The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.
- Never treat any member of staff, student, including their own and other members of the school community, disrespectfully. This includes the use of inappropriate language, prejudice or oppressive behaviour or expressing personal views on cultures, race, ethnicity, sexuality or disabilities.
- Never speak aggressively to a staff member or student, including their own.
- Never discipline students, including your own.
Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.
- Never disclose with any member of the school community, including their own children, confidential information obtained as a result of participating as a volunteer. Volunteers are required to maintain confidentiality at all times.
Do not disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.
- At **no time** take photos or videos of students or staff members whilst volunteering.
- **Do not** post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer.

N.B. If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team.

MONITORING AND ASSESSMENT

All volunteers will be monitored and assessed by the school leaders and classroom teachers within the school to ensure that they abide by St Justin's Parish Primary School's Child Safety Policy and Child Safety Code of Conduct. Volunteers are not to be alone with a student. Classroom teachers and school leaders will report directly to the Principal and/or Deputy Principal if they feel that our Child Safety Policy and Child Safety Code of Conduct have been breached. All volunteers must sign in/out via the iPad at the school office and wear a school lanyard.



VISITORS

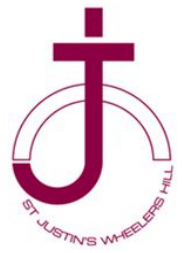
The Principal is responsible for all visitors. School staff must ask permission for a visitor to be on the school premises. All visitors must sign in/out via the iPad at the school office and ensure that they abide by St Justin's Parish Primary School's Child Safety Policy and Child Safety Code of Conduct. The visitor at all times is to wear a school lanyard.

ST JUSTIN'S VOLUNTEER ROLE DESCRIPTION

Volunteers at St Justin's Parish Primary School, Wheelers Hill may assist with one or more of the following duties under the direction and supervision of a staff member.

Statement of Duties

- 1. Assisting teachers with school based tasks, including:**
 - 1.1 display set up
 - 1.2 resource preparation
 - 1.3 general classroom activities
- 2. Supporting literacy, numeracy and inquiry activities, including:**
 - 2.1 one-to-one activities
 - 2.2 working with a small group
- 3. Assisting in a wide range of day-to-day school activities, such as:**
 - 3.1 photocopying
 - 3.2 processing library books
 - 3.3 laminating
- 4. Assisting school teaching staff in coordinating an excursion by:**
 - 4.1 supervising students as required
 - 4.2 taking students to/from toilets, drinking fountains etc.
 - 4.3 supervising students on public transport
 - 4.4 praising appropriate behaviour and report any inappropriate behaviour to classroom teacher
 - 4.5 modelling acceptable behaviour and language
- 5. Assisting the physical education teacher by:**
 - 5.1 setting up and packing away sports equipment
 - 5.2 coaching a sports team, scoring
- 6. Other duties as directed.**



Volunteers have a responsibility to:

Child safety

- Demonstrate an understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
- Comply with the school's Child Safety Policy and Code of Conduct
- Ensure Working with Children Check is up to date

Skills/attributes

- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep school matters confidential, including those relating to students and staff
- Undertake work induction and training as required
- Be aware of their duty of care to students
- Comply with Occupational Health and Safety policies and practices



RECORD OF INTERVIEW WITH A VOLUNTEER

The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the volunteer position and the school in general.

Where the interview is for a specific task/job, there will be a discussion of the role and responsibilities, using the description of the volunteer role and Responsibilities of Volunteer form as a base.

Background Details	
Name	
Interviewer	
Date of interview	
General Questions	
Why are you interested in volunteer work?	
Do you have a preference for the type of volunteer work you would like to undertake at our school?	
Child Safety	
Can you tell me why you want to work with children?	
Can you tell me about a time when you worked with a child you found difficult and how you dealt with it?	
General Comments	
Are there any additional comments you wish to make in relation to your application for volunteer work?	



Declaration	
Name of interviewer	
Date of referee check	
A copy of the school's child safety policy has been given to the volunteer	Yes No



REFEREE REPORT FOR VOLUNTEERS

The referee check is communication between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work. It is preferable that the referees have worked with children in a professional setting. Eg: coach, pre-school, teacher, etc.

Volunteer's Name	
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Referee details	
Name	
Relationship	
Length of relationship	
Phone	
Email	

Child Safety	Yes	No
Is the volunteer suitable to work with children?		
Has the volunteer previously worked with children in an employment or volunteer setting?		
Has the referee directly observed the volunteer's work with children?		
Does the referee have any concerns about the volunteer working directly with children?		

Are there any additional comments the referee wishes to make about the volunteer in relation to their application to volunteer at school?

Referee's signature	
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VOLUNTEER DUTY STATEMENT

St Justin's Primary School acknowledge that volunteers play a vital role in supporting the school to provide a safe, open and nurturing learning environment for all students. This DUTY STATEMENT provides all volunteers with clear expectations relating to activities that they may wish to participate in at St Justin's Primary School.

Volunteer Acknowledgement

I confirm that I have read and understand the volunteering responsibilities at St Justin's Primary School and accept that the school can cease volunteering arrangements at any time.

Name: _____

Signature: _____ **Date:** _____