

INFORMATION FOR VOLUNTEERS

Volunteers are an integral part of our school. 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 experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our students, and to strengthen our partnership with you. Volunteers who have close contact with students, e.g. sports coaches, mentors, canteen managers, and those who assist at camps or similar activities, must undertake a Criminal History and Screening check. This is arranged through the school at no cost to volunteers. You will be supplied with a volunteer information pack which includes links to and copies of some of the documents referred to in this pamphlet. Some training sessions eg coaching skills, safe practices and Reporting Abuse and Neglect can be arranged through the school.

Record keeping

We will ask all volunteers to fill in a contact and information sheet and return it to the front office.

A roll of students that you are working with must be maintained. In the case of After Hours Sport this will be a record of attendance at training and matches.

The school's administrative staff need to know who is in the school at any one time, especially in case of emergency. You are therefore required to "check in" at the front office, and "check out" on your departure by signing our visitors book. Volunteer badges are available from the front office.

Student behaviour

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, tell them that the behaviour is offensive or inappropriate

and that you will be reporting it to the class teacher/school leadership if it continues. If the behaviour persists, please seek help from the class teacher, senior staff or coordinator.

Privacy and confidentiality

Schools must comply with Information Privacy Principles 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 that you become aware of during your volunteer work must not be shared, unless it is required by law eg it is relevant for reporting alleged child abuse. Refer all requests for access to files and records to the supervising teacher. Please refrain from making any comments about the use of individual teaching methodologies or student behaviour management methods.

Ethical Conduct – all volunteers are also asked to familiarise themselves with the [Code of Ethics for the Public Sector](#) on our website under Volunteers

Conversations with students

Remember that you are acting as a role model to the students who observe you. Your language and topics of conversation should be above reproach.

You should be familiar with the [DECD Protective practices document](#) that is available from the front office or online on the schools website under Volunteers.

Being alone with students

You should be within sight of a member of staff when working alone with an individual student. Do not shut a door so that you are in a room alone with a student.

Toilets

Please be aware that adult toilets at CLGPS are unisex, but you are always welcome to use them. Please do not

use student toilets.

First aid

If a student is injured or ill please advise the supervising teacher. All staff members are first aid trained and will provide first aid/comfort to an injured or distressed student, and contact parents if necessary. In the case of After Hours Sport all coaches should have access to a first Aid kit, a summary of student medical information and emergency contacts. Please refrain from unnecessarily touching students unless there is a genuine emergency.

If you are injured or ill please report to the front office staff who are our senior first aid officers.

Reporting Abuse and Neglect

All volunteers should access the [Reporting Abuse and Neglect Induction presentation](#) situated on our website under Volunteers. A Handbook is also available. The SA Assoc. of School Parent Clubs also runs information sessions for volunteers (Tel:1800724640). Where you believe a report regarding a student should be made please discuss this with the Principal or D/Principal. The Hotline number for reporting is 131478.

Sexual and racist harassment, and bullying

Under the Equal Opportunity Act, 1984, it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment.

The principal or senior staff will investigate any reports of sexual or racist harassment or bullying. We also have staff who will maintain confidentiality, listen sympathetically & explain the complaint procedures to you. The staff representatives to contact are the Work Place Health and Safety staff representative or a member of our Personnel Advisory Committee.

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 & physical violence.

Workplace Health and Safety

The school is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety while at school. Do not be 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 located in holders in all learning areas. Report all injuries & accidents occurring whilst at the school, to office staff as soon as possible. Please also report any hazards or hazardous situations to the front office or your supervising teacher/coordinator. Further information is available in the School's Workplace Health and Safety Guidelines and Induction policy document available from the front office & accompanying the emergency procedures displayed in all teaching areas.

Smoking

Smoking is not permitted in buildings at all, and not on school grounds during school hours.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools. Claims are covered by the Gov't self-insurance arrangement and/or Gov. Council Personal Accident Insurance policy. Further information is available from the principal.

Policies and guidelines

A range of policies and documents concerning school's operations can be found on the department's web site <http://www.decd.sa.gov.au>

Statements and school policies can be requested at the front office, many are also available on our website.

Training

Information about training can be accessed through school leadership.

Thank you for taking the time to read this information. Do not hesitate to speak with the principal or another member of senior staff if you have any concerns or require further information. Ph 8276 1523

POLICY INFORMATION FOR VOLUNTEERS



**Colonel Light Gardens
Primary School**